



Job Description

Calibration Technician (Petroleum Mechanic)

A TMS Calibration Technician is a highly skilled technician who is adept at problem solving. Calibration Technicians require a broad skill base including mechanical aptitude, electrical knowledge, an ability to apply mathematical formulas. This position requires both physical and mental exertion. This position will be attractive to problem solvers, people who like new challenges or developing new solutions to existing challenges.

Duties

- Calibrate meters using gravimetric and volumetric provers (both can and SVP types)
- Perform meter analysis and repairs
- Perform data entry and files transfers on a computer
- Maintain and repair other fuel/liquid handling equipment
- Train new employees on how to use volumetric provers
- Train new employees on how to perform meter analysis and repairs
- Train new employees on how to maintain and repair other fuel/liquid handling equipment
- Promote the services of TMS to clients
- Identify service and sales opportunities for Service Manager
- Extensive travel to locations more than 40 kilometers from headquarters
- Maintain equipment and vehicles

Knowledge and License Requirements

- Knowledge of flow measurement systems in bulk transfer environment
- Knowledge of calibration systems and procedures including closed loop systems
- Knowledge and application of Canadian Weights and Measures Act
- Valid TSSA Petroleum Mechanic 3 and PMH Licenses
- Valid Propane Plant Operator PPO3 Certificate
- Valid WHMIS Certificate (<two years old)
- Valid Drivers License
- Knowledge of Transportation of Dangerous Goods Acts and regulations
- Knowledge of Liquid Fuels Handling Code
- Knowledge of Employment Standards Act other relevant labour codes
- Knowledge of Occupational Health and Safety Act



Skills and Abilities

Ability to:

- Operate meter proving equipment and document results
- Maintain and operate a variety of volumetric and gravimetric calibration devices
- Diagnose metering errors with respect to operability and accuracy
- Resolve metering errors by mechanical repair or adjustment of metering systems
- Resolve metering errors by electrical/electronic repair or adjustment of metering systems
- Supervise and train new hires and other co-workers
- Analyze flow measurement mechanical requirements
- Propose specific solutions with respect to metering and calibrations
- Operate machinery including forklift, overhead lifts, cutting machines, presses etc.
- Use hand tools including wrenches, pipe benders etc.
- Use power tools including compressed air tools, grinders, saws, drills etc.
- Work in confined spaces
- Work at heights above 3 feet
- Travel extensively throughout Canada.
- Use computers/laptops, enter data, transfer files transfers
- Use Microsoft Outlook, Excel, Word
- Lift heavy hoses and meters
- Read, understand and apply information from manuals, specification drawings
- Be courteous and customer service oriented
- Be punctual, well groomed, ethical and polite

Personal Protective Equipment

Must have own:

- CSA Approved Green Patch Work Boots (minimum 6" for field work)
- Work Gloves suitable for work in a petroleum environment
- Suitable outdoor clothing for all seasons
- Tools of the trade (common hand tools, wrenches, screwdrivers, hammers, measurement instruments, socket sets, tool boxes)

Will be provided with:

- Hardhat
- Protective Eyewear
- Fall Protection Harness
- Gloves for Specialty Products as required



- Hearing Protection
- Respiratory Protection
- Protective Clothing for Special Circumstances (e.g. for work with Chemicals)
- Specialty Tools as required (e.g. Digital Thermometers, Torque Wrenches, Verniers, Computer, Pneumatic Tools, Heavy Duty Equipment)
- Cell Phone (when required/available)

Workplace Policies

Workplace is governed by:

- Technical Standards and Safety Authority (TSSA)
- Ontario Occupational Health and Safety Act
- OHSIA Industrial Establishments Regulation
- Ontario Employment Standards Act
- TMS Safety Policy
- TMS Drug and Alcohol Policy
- Client Specific Safety Policies
- Additional Workplace Policies and Guidelines may be issued at anytime in future

There are numerous regulatory certification requirements for this position including:

- OMOL – WHMIS
- TSSA – Fuels Technician Certificates (Petroleum and Propane)
- OMOT – Drivers License (Glass G – No Restrictions)



TOTAL METER SERVICES INC.

Employment Checklist

Applicant Name: _____

Check Off if Applicable	Requirement / Qualification
	I have a TSSA Petroleum Mechanic 3 Certificate (or equivalent*)
	I have a TSSA Petroleum Mechanic 4 Certificate
	I have a TSSA Petroleum Mechanic 2 Certificate
	I have a TSSA Propane Plant Operator 1 Certificate
	I have a TSSA Propane Fitters Certificate
	I have a TSSA _____ Certificate (fill in)
	I have a valid Ontario Drivers License (or equivalent)
	I have a good driving record (no accidents or tickets in last 2 years)
	I have more than ten (10) years experience calibrating meters by volume
	I have more than five (5) years experience calibrating meters by volume
	I have more than one (1) years experience calibrating meters by volume
	I have other calibrating experience
	I have a degree in electro-mechanical studies from a recognized post secondary institution (Institution _____ fill in)
	I am willing and able to travel extensively
	I have experience working with the following metering technologies: <input type="checkbox"/> Turbine <input type="checkbox"/> Positive Displacement <input type="checkbox"/> Coriolis (Mass Flow) <input type="checkbox"/> Mag <input type="checkbox"/> Ultrasonic <input type="checkbox"/> Wafer <input type="checkbox"/> Other _____ (fill in)
	I have experience working with the following metering technologies: <input type="checkbox"/> Presets and/or Controllers (e.g. Danloads, Microloads, Acculoads, <input type="checkbox"/> Batchers and/or additive systems
	I have experience working with the following calibration technologies: <input type="checkbox"/> Open Neck Volumetric Can <input type="checkbox"/> Small Volume Provers <input type="checkbox"/> Ball Provers <input type="checkbox"/> Scales (gravimetric proving)
Include this form when submitting your resume	

Note on Privacy

This information is collected to evaluate the applicant's suitability for employment. It is retained for two years and then destroyed. At no times is this information shared with anyone not involved in the TMS hiring process or used for any other purpose not related to the evaluation and employment of the applicant.