

Metering System Technician

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| DEPT: | Power | FLSA: | Non-Exempt |
| DIV: | Operations | EEOC: | Skilled Craft |
| DATE: | July 2016 | | |



POSITION SUMMARY

Performs a variety of **working level, skilled and semi-skilled duties** in performing city-wide power utility meter installation, maintenance, replacement and reading functions as needed to monitor energy consumption and determine monthly billings.

SUPERVISION RECEIVED

Works under the general supervision of the Meter Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Meter Field Technician: Receives periodic listing of delinquent residential accounts; executes "shut-off" actions according to city policy and practice.

Examines meters to determine proper functionality and accuracy; performs meter repairs as needed; replaces old meters with new electronic meters.

Performs "beginning" reads and "ending" reads for residential move-ins and move-outs; pulls meters as needed.

Meter Reader: Operates electronic, hand-held meter reading instruments; reads commercial and residential utility water and electric meters on assigned routes and records meter readings; rereads "exception list" meters; loads meter readings from hand held meter reading units into computer and unloads route information from hand held meter reading units; processes meter data as needed to prepare billing notices for printing and mailing.

Visually checks operation of meters and reports tampering or damage; attaches new meter seals to electric meters.

Notes readings which appear to be high or low and assists in meter repair as needed; maintains accurate records of readings, schedules, damaged meters, etc., and forwards information to the appropriate City workers.

Performs preventative maintenance on assigned vehicle and keeps vehicle in good working order.

Deals with the public on meter reading questions and complaints and delivers verbal disconnect notices to customers.

Provides operational information to the Power Department as well as meter readings to finance department; assists utility departments to locate meters when repairs or replacements are required.

Field Labor: May perform as a member of a field crew performing laborer or Groundsman duties.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus up to six (6) months of electrical training;
 - AND
 - B. Four (4) years experience related to the electrical industry;
 - OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Working knowledge of hazards and precautions associated with meter reading operations; the operation of a variety of power and hand tools related to performing above duties; city street system and layout. **Some knowledge** of interpersonal communication skills; basic motor vehicle maintenance; personal computer functions; basic principles of supervision.

Skill in the use of various hand tools common to the electrical industry.

Ability to work from blue prints; perform strenuous manual labor; communicate effectively verbally and in writing; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices; develop effective working relationships with co-workers, division heads and the public.

3. Special Qualifications:

Must possess a valid driver's license.

Must be able to lift 50-75 pounds.

4. Work Environment:

Incumbents of the position perform normally in an outdoor, physical environment. Tasks require variety of physical activities involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Essential functions require talking, hearing and seeing. Common and complex eye, hand, finger dexterity functions are required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving. Daily travel required in normal course of job performance. Daily exposure to hazards associated with electrical metering operations.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)