

Power Meter Field Technician

DEPT: Power	FLSA: Non-Exempt
DIV: Operations	EEOC: Skilled Craft
DATE: June 2025	



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 Metering Systems Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Meter Reading: Conduct routine visits to read electric meters accurately and efficiently. Use handheld electronic devices or other designated tools to record meter reading, ensuring attention to detail and data accuracy.

Data Collection: Collect relevant information from each meter, including consumption data, meter numbers, customer identification and any other required data fields. Ensure all information is correctly recorded and documented.

Meter Maintenance: Inspect meters for damage, tampering, or any other irregularities during readings. Replace broken or malfunctioning electric meters as required.

Turnoffs for Nonpayment: Execute turnoff procedures for customers who are delinquent in their payment. According to city policy and practices safely and effectively disconnect electric service. Collaborate with the Utility Billing Department to ensure accurate record keeping and timely reconnection of services upon payment.

Customer Service: Provide courteous and professional customer service by addressing inquiries related to meter reading, turnoffs, and general utility information.

Record Keeping: Maintain accurate records of meter readings, customer data, turnoff actions, and meter replacements using designated software or documentation systems.

Route Management: Optimize routes and schedules to ensure efficient meter reading operations, turnoffs procedures and meter replacements.

Collaboration: Collaborate with other team members to coordinate meter reading activities, address customer concerns, resolve operational issues, and facilitate turnoff and meter replacement processes.

Safety and Compliance: Adhere to all safety guidelines and procedures during meter reading activities, turnoff procedures and meter replacements. Comply with utility regulations, standards, and policies.

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)