



Job Title: Meter Maintenance Utility Worker
Department: Electric
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: 4/2/19 (Council Approval)

Accountability

Under the direction of the Electric Superintendent & Line Crew Chief respectively.

Job Summary

General operation and maintenance of utility meters and field data gathering.

Essential Job Functions

Reads and records monthly readings of the electric and water utility meters which are not digitally transmitted, including observance and reporting of meter location equipment problems; reads and downloads industrial meter readings using specific utility software; conducts meter maintenance; delivers delinquent account notifications to utility customers; disconnects and reconnects utility service orders initiated in the utility billing office; removes and installs single phase meters; gathers field data for Geographic Information System (GIS) program and assists in confirming information with current utility records and maps.

Additional Duties and Responsibilities

Cleaning, washing vehicles, mowing and assisting line personnel with utility maintenance duties as directed.

Knowledge, Abilities and Skills

Ability to follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to add and subtract numbers and write legibly; ability to perform duties in a positive manner with the general public and with City personnel; ability to operate two-way radio; ability to work in extreme weather conditions and on uneven surfaces; ability to lift 75 lbs.; ability to climb stairs and ladders and get into confined spaces including manholes when reading meters; ability to drive, walk, sit, stand, lift, bend, twist, kneel, stoop, crawl, reach, push, pull, dig, shovel, and perform a variety of physical activities.

Education and Experience

High school diploma or equivalent. Prefer one year of experience in equipment maintenance and public relations.

Special Requirements

Possession of a valid driver's license.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*