



Job Title: Meter Maintenance Utility Worker
Department: Electric & Water/Wastewater
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: See Below

Accountability

Under the direction of the Electric Superintendent or Water/Wastewater Director and the direct supervision of the Line Crew Chief or Facility Maintenance Supervisor, respectively. The position is funded by approximately 1/3 Electric Department and 2/3 Water/Wastewater Department budget and thus should be assigned work accordingly.

Job Summary

Serves as field representative for field data gathering; general operation and maintenance of electric and water utility meters; and secondarily provides general assistance to Electric Line or Water/Wastewater personnel as assigned by supervisors.

Essential Job Functions

Reads and records monthly readings of the electric and water utility meters via drive-by or by visual verification to those which are not digitally transmitted; observes, trouble-shoots, and reports meter equipment malfunctions to the Electric or Water/Wastewater Department for repair; reads and downloads industrial meter readings using specific utility software and coordinates with the utility billing office; conducts meter maintenance; delivers delinquent account notifications and assists with disconnect and reconnect utility services as initiated in the utility billing office; gathers field data for Geographic Information System (GIS) program and assists in confirming information with current utility records and maps; assists in the utility billing office as requested by City Administration.

Additional Duties and Responsibilities

Cleans and washes vehicles, facilities, or equipment; assists in building and grounds maintenance; assists Electric and Water/Wastewater personnel with utility maintenance duties as directed.

Knowledge, Abilities and Skills

Considerable knowledge of the utility billing process. Basic knowledge of electric and water/wastewater systems and safety procedures in proximity to operations. Skill in understanding utility software and troubleshooting equipment malfunctions on site. Skill and discretion in navigating confidential and difficult conversations with delinquent utility customers. Ability to: climb, crawl, run, bend, stoop, twist, reach, lift up to 50 lbs., sit or stand for long periods of time, and perform a variety of physical activities. Ability to understand and follow oral and written instructions; perform basic mathematical functions and to write legibly; operate a two-way radio; withstand adverse weather conditions; work with exposure to noise; and traverse rough terrain on foot. Good oral and written communication skills to effectively communicate on a daily basis with the public, coworkers, and other departments. Capability to utilize a City-owned computer for logging hours of work and other related tasks as required.

Education and Experience

High school diploma or equivalent and possession of a valid driver's license; One (1) year of experience in customer service and knowledge of the utility billing process is preferred; one (1) year of experience with various computer programs and functions is desirable; or any equivalent combination of training and experience deemed to be sufficient for the position.

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.

Job Description Revision Approved:


City Administrator


Date