

JOB TITLE: METER READER/SERVICE WORKER (PART-TIME) (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Electric & Power Resource Director and Assistant Power Director/Line Crew Chief respectively.

JOB SUMMARY: Reads, records and reports readings of electric and water utility meters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reads and reports monthly readings of the electric and water utility meters, including observance and reporting of meter location/correction problems, defects of meter loops/lines and broken meter seals; reads meters for moves and changes; handles shut-off orders on non-payment of bills; operates computer to run programs assigned; removes and installs single phase meters.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Cleaning, washing vehicles, mowing and assisting line personnel with utility maintenance duties as directed.

SKILLS AND ABILITIES: Ability to carry out oral and written orders; ability to add and subtract numbers; ability to effectively work and communicate on a daily basis with other employees and the public; ability to operate two-way radio; ability to work under adverse weather conditions and walk for extended periods of time; ability to lift 75 lbs.; ability to climb stairs and ladders and get into confined spaces including manholes when reading meters.

EXPERIENCE AND TRAINING: Graduation from high school and one year of experience in public relations.

SPECIAL REQUIREMENTS: Legible handwriting and possession of a valid Class B Driver's License.

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