

JOB TITLE: METER MAINTENANCE UTILITY WORKER (PART-TIME) (Hourly: Non-exempt)

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 DUTIES AND RESPONSIBILITIES: 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.

SKILLS AND ABILITIES: 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.

EXPERIENCE AND TRAINING: 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.

Updated: 04/2019