



City of Fallon

Classification Specification

Meter Technician

GENERAL PURPOSE

Under general supervision of the Deputy City Clerk, this position performs connection and termination of utility services. Reading of Electric and Water Meters for billing, inspection of meters for repair and maintenance and reporting tampering or theft of services.

GENERAL STATEMENT OF DUTIES

The duties listed below are examples of the work typically performed by an employee in this classification. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

- All meter reading activities, EMR, AMR, special reads, verify meter numbers and information.
- Install/Remove/Cut security locks and/or rings needed to complete field work assigned.
- Clean and pump meter boxes that are full of water or dirty
- Inspect meters for tampering or damage.
- Monitoring for abnormal volume or tampering that may indicate unlawful use.
- Upload/Download meter reading data as required.
- Return water meter lid to proper location
- Report dogs “at large” to CSO
- Driving a vehicle in traffic.
- Non mechanical maintenance of trucks i.e. cleaning, inspect tires for tread wear.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of

- Electric and Water Meters
- Read meters with high rate of accuracy
- Use of handheld electronic meter reading tools
- Write numbers clearly and legible
- Basic math calculations
- Extreme attention to detail

- Exceptional driving skills
- Performs related work as assigned.

Ability to

- Complete all meter reading with accuracy and on time.
- Interact with residents in a positive manner
- Respond to customer complaints
- Complete multiple tasks
- Navigate vehicles on City streets and in traffic
- Apply general information and principles to specific situations
- Follow written and verbal instructions
- Record information on written logs
- Identify material and equipment needed to complete a task
- Learn and apply alternative methods for completing work
- Recognize and respond to changes in circumstances or events
- Problem solving, including figuring out how to get meter reads.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills and abilities is described below.

- Knowledge of computers, operating electronic devices
- Reading, writing legibly
- Basic math calculations
- Successful applicant, upon completion of training, must pass meter reading test.
- Maintain a positive attitude and work environment
- Must demonstrate the ability to work cooperatively and collaboratively as part of a team
- Organizational skills and ability to prioritize
- Good verbal and written communication skills
- Ability to multi-task under time constraints and work effectively as a team player
- Strong ability to self-motivate as well as take direction
- High school diploma or GED

PHYSICAL AND PERCEPTUAL CAPABILITIES REQUIRED

The physical and perceptual capabilities described here are representative of those that an employee typically must possess to successfully perform the essential functions of the job.

- Ability to walk or be on
- Bend, stoop, kneel, twisting and reaching.
- Pull or push objects such as containers weighing more than 50 pounds
- Periodically lift and carry objects weighing more than 50 pounds
- Perform repetitive hand motions

- Perform repetitive motions with feet
- Repeatedly stand up and sit down
- Stand for long, uninterrupted periods

WORKING CONDITIONS

Work is typically performed under the following conditions.

- Walking
- Outdoor environments.
- Periodic moving back and forth between indoor and outdoor environments.
- Frequent heavy lifting.
- Bending, stooping, squatting, and twisting.
- Work without supervision or immediate assistance.
- Exposure to inclement weather, weeds, trash, insects and dogs.

FLSA Status : Non-Exempt

Classification : None

Grade: 3