



City of Fallon

Classification Specification

Meter Technician

GENERAL PURPOSE

Under general supervision of the Deputy City Clerk/Treasurer, assist with daily department operations, including correct and timely reading of utility meters.

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.
- Reinstallation of water meter lids could cause a fall
- Report dogs “at large” to CSO
- Responsible for safe operation and inspection of assigned Company vehicles and equipment.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

- Exceptional driving skills
- Read meters
- Read computer forms
- Operating electronic devices/Sensus handheld
- Write numbers clearly, legibly
- Perform basic math calculations
- Interact with residents in a positive manner
- Complete multiple tasks
- 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

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.

- 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
- Performs related work as assigned.
- 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.

- Bend, stoop and kneel
- 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.

- Outdoor environments.
- Dogs in customer yards
- Periodic moving back and forth between indoor and outdoor environments.
- Frequent heavy lifting.
- Bending, stooping, squatting, and twisting.
- Work without supervision or immediate assistance.

FLSA Status : Non-Exempt

Classification : OE3

Grade: 3