



# City of Fallon

## Classification Specification

### Meter Technician

#### GENERAL PURPOSE

Under general supervision of the Deputy City Clerk/Treasurer, the Meter Technician is responsible for performing meter service work. Employees in this classification perform at entry level and are responsible for reading meters and recording consumption for Electric and Water meters, as well as programming water meters and installing, programming, maintaining, and repairing meter radio transmitters for water meters. Objective is to support correct and timely billing of metered services by accurately and efficiently recording meter readings.

#### 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.

- Field verifies meter information (size, type, location, etc.), reads and rereads meters to ensure accurate billing, exchanges and trouble-shoots meters of various types and sizes. Replaces old technology meters with new electronic meters and programs them for radio reading.
- Install, program and troubleshoot meter transmitters for the radio meter reading system and removes information from data logger and provides customer service for customer inquiries and usage disputes. Captures GPS data for new meter installation to log locations of meters for radio meter reading.
- Repairs meters and registers, replaces worn out parts, tests meters for accuracy, reviews verification readings, repairs meter wiring damage and meter tampering.
- Operates handheld data collection devices, auto reading guns, Trimble programming devices and command links plus GPS units.
- Cleans meter boxes and clears surrounding areas of vegetation and overgrowth.
- May assist utility crews with leaks and other water distribution work.
- Performs related duties as directed.
- All meter reading activities, EMR, AMR, special reads, verify meter numbers and information.
- Programming water meters; including maintenance and repair of remote read equipment.
- 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, tools and equipment.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Ability**

- Ability to understand and follow written and oral instructions.
- Knowledge of the geography and street locations of the city. Knowledge of the mechanism and repair of meters.
- Ability to read and write English.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer service.
- Ability to perform basic meter repairs.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to establish and maintain effective working relationships with supervisors and the general public.
- Exceptional driving skills
- 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.

- High school diploma or GED
- Proficiency in operating computers, tablets, notebooks, and various handheld electronic devices.
- Must have the ability to effectively utilize hand tools, assemble and disassemble small mechanical components

- Perform basic mathematical calculations.
- Strong written and verbal communication skills required.
- Prior experience in a utility industry is preferred.
- 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
- 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.

**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.

- This position requires a fast-paced work ethic with frequent bending, kneeling, and squatting throughout the day.
- Pull or push objects weighing more than 50 pounds
- Perform repetitive hand motions
- Perform repetitive motions with feet
- Stand for long, uninterrupted periods

**WORKING CONDITIONS**

Work is typically performed under the following conditions.

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- 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: 4

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