



JOB TITLE: Equipment Operator I / Meter Reader

PW/6

DEPARTMENT: Public Works and Utilities

JOB SUMMARY: This position is responsible for reading and recording electric and water usage data.

MAJOR DUTIES:

- Reads and records residential and commercial water and other electric meter readings on an assigned route to capture usage data.
- Inspects meters for signs of tampering, vandalism, and theft of utility services.
- Clears overgrown vegetation, obstacles, and hazards from meters; reports meters block by structures such as porches or decks to the supervisor.
- Connects and disconnects customer services.
- Responds to customer complaints; resolves problems or notifies supervisor.
- Rereads meters as necessary to get accurate data or to identify problems such as water leaks.
- Perform water and electric meter cutoffs.
- Replaces broken registers on water meters. Replaces and repairs broken water meter lids and boxes.
- Complete work orders received by the City Clerk's office.
- Assists with operating leaf vacuum as needed.
- Assists with operating chipper truck as needed; drives truck to designated location and hand feeds limbs and branches into chipper.
- Performs other related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of city and department policies and procedures pertaining to the reading of electric and water meters.
- Knowledge of safety procedures pertaining to public works activities.
- Knowledge of the mechanical functions of water and electric meters.
- Knowledge of electronic meter reading and recording equipment.
- Knowledge of the locations of city streets and meters.
- Knowledge of utility service areas.
- Skill in performing basic mathematical calculations.
- Skill in the use of meter testing equipment.
- Skill in the use of various meter reading equipment and hand tools.
- Skill in operating a motor vehicle.
- Skill in oral and written communication.
- Ability to perform duties with diplomacy, integrity, and impartiality.

**SUPERVISORY CONTROLS:** The Supervisor of Utilities and Maintenance assigns work in terms of general instructions. The Supervisor spot checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department policies, procedures, and safety regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related duties and reading utility meters. Inclement weather conditions, insects, and threatening animals contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to read utility meters and record usage data. Successful performance helps ensure public satisfaction with the handling of utility accounts. Additional purpose of this position is to perform public works and utilities maintenance and repair duties. Successful performance in this position helps ensure clean, attractive roadways, and safe streets, and effective utility services for community residents.

**PERSONAL CONTACTS:** Contacts are typically with coworkers, city employees, customers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is performed outdoors. The employee may be exposed to noise, dust, dirt, grease, vicious animals, machinery with moving parts, and occasional inclement weather. The work requires the use of safety devices such as hard hats, ear protection, masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED. Ability to read, write, and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia, with a 3-year clear record with DMV. CDL preferred; if no CDL upon employment, employee may be expected to qualify for CDL within a reasonable period of time.