

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Meter Technician

Department: Environmental/Public Works

Pay Grade: 505

FLSA Status: Non-Exempt

Job Code: E849

JOB SUMMARY

The purpose of this classification is to troubleshoot and repair meters and meter reading equipment used with the City's Automated Meter Reading technology to ensure that water consumption of residential, commercial and industrial utility customers are accurately recorded.

ESSENTIAL JOB FUNCTIONS

- Installs and programs new meters and initializes MXU's.
- Checks meters on a daily basis to ensure they are working and registering water flow properly.
- Troubleshoots meter reading transmission errors.
- Calibrates meters to ensure accuracy.
- Performs routine maintenance and troubleshooting of AMI equipment.
- Ensures meters are readily accessible and functioning properly; reports defective meters or unusual situations to supervisor.
- Cleans and removes litter and debris from around meters.
- Informs customers of their water status if they are consistently using more than 20 gallons an hour, as a courtesy notice, which could indicate a leak.
- Assists in establishing and disconnecting service for customers.
- Receives and responds to customer inquiries and complaints.
- Sets work zones for water leak repair; and may assist in water leak repairs or installing new meters.
- Locates water lines, valves, meters, service lines and appurtenances.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

- Operates motor vehicle and hand-held computer or other equipment as necessary to complete essential functions.
- During times of AMI system failure, will be required to obtain meter readings for billing.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; places safety cones, markers, or signs to alert citizens potential hazards.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, product safety information, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- May be required to serve on-call for after hour calls and emergencies.
- Assists the Field Services Representative as required.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED with two (2) years of experience in meter reading or water distribution operation preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess, or have the ability to obtain, a Water Distribution License.
- Possess and maintain a Flagging license, Confined Space, Excavation and Trench Safety certificate.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of city streets, location of water meters and how to read a combination meter.
- Knowledge of AMI/MXU technology a plus.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards. Requires periodic interaction with general public.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS

The work is medium work which requires the ability to exert moderate effort in medium work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-50 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature and noise extremes, or traffic hazards.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.