

Utility Maintenance Technician – 1407

Primary Reason Why Classification Exists

To performs technical and clerical work overseeing a crew engaged in the reading of the City water and electric meters

Essential Duties

- Uses hand held meter reading device to locate and read electric and water meters on assigned routes and records usage; ensures accuracy of readings; verifies hi-low list for billing cycles
- Keeps records of meters read and reports those not accessible; prepares update forms to report changed field conditions
- Ensures meters and visible plumbing and electrical are correctly installed and functioning properly; reports defects
- Processes service orders; cuts utility services off and on as required; changes out electric and water meters; completes utility billing work orders
- Assigns meter readers to routes and maintains records
- Coordinates the identification and location of new meters, re-routing and routing of new or old accounts
- Obtains special readings and re-reads as required
- Responds to emergencies when required and subject to call back
- Back-ups operator for emergency generator and SCADA programs and ensures database records in all modes
- Performs related tasks as required

Knowledge, Skills, and Abilities

- General knowledge of the methods and procedures involved in the computerized reading of meters and recording consumption
- General knowledge of the methods and procedures involved in locating underground utilities
- General knowledge of the geography and street locations of the city
- General knowledge of the occupational hazards connected with the work and safety practices for electric distribution systems
- Ability to use automated reading device, utility locating equipment, and hand tools
- Ability to establish and maintain effective working relationships with customers, coworkers, and the general public
- Ability to understand and follow instructions in both oral and written form

Physical Requirements

Work is generally medium work exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a moderate amount of force frequently to move objects.

Employee is required to have close visual acuity to prepare and analyze data and figures, take and record readings of water meters, perform visual inspection of small defects and parts, and user measurement devices. Physical requires include walking, bending, stooping, leaning, and other bodily movements required to gain access to and read water meters.

Working Conditions

Employee is subject to predominantly outside working conditions. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases and work is subject to varying weather conditions including temperatures below 32 degrees F and above 100 degrees F. Employee is required to work in narrow passage ways and on private property to record meter readings. Employee is subject to contact with unchained animals and potentially hostile property owners or renters.

Education and Experience

Graduation from high school or GED equivalency and some experience equivalent to a Level I Powerline Technician

Special Requirement

- Valid North Carolina Commercial driver's license
- First aid and CPR certification
- Certified as a Level I Powerline as defined by the lineman development program established by ElectriCities is desired

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015