

City of Lockhart, Texas

JOB DESCRIPTION

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 Reader

Department: Utility Billing

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

Reads electric and water meters accurately and timely to record consumption by utilizing a computerized hand-held reading device; and processes connect and disconnect work orders. Works closely with Water and Electric Foremen, Inspection Department and Police Department on issues pertaining to utility matters/questions and theft of utilities. When it is necessary, theft of utility cases may require making an appearance in court as a witness.

ESSENTIAL JOB FUNCTIONS

- Reads electric and water meters in different billing cycles for billing purposes—in and out of town locations.
- Performs daily connects, disconnects, meter changes, transfers; disconnects for non-payment or disconnects for NSF checks periodically.
- Obtains routes from City Hall.
- Maintains the care of read devices.
- Maintains the "on call" for disconnects for non-payment (Usually once/Month).
- Disassembles, and re-assembles water/electric MXU's Secure water meter register; replaces electric meter seals.
- Maintains A/C and water heater cycling switches when they are not functioning properly by changing out.
- Assists other departments, electric and water department in bad weather conditions or public activities.
- Drives to and from locations in a safe manner at all times.
- Drives routes to read or do connects/disconnects.
- Completes reading routes, electric and water re-reads and all other work assigned in the allotted time frame.
- Investigates and reports unauthorized use of electric or water, and if necessary, start a theft case by working closely with Police Department, Utility Supervisor, Electric and Water department Supervisors.
- Assists supervisor in addressing utility issues in the field that come up in the field for residential and commercial accounts to find resolution through investigation, verification and develop new processes as needed.

- Inspects residential unit to be demolished and ensure electric and water service of utilities has been removed.
- Verifies, investigates and inputs electric and water reading as needed for accounts not collected by Flex Net tower system, AutoView Drive-By system and handheld Reader Unit.
- Operates Juno 241 Tremble Unit to program, activate and setup GPS coordinates for all Flex Net meters and radios.
- Sort/organize and distribute courtesy tags to residential and commercial customers who have failed to pay utility by due date before a disconnect is issued.
- Troubleshoots for any malfunctioning flex net radios or flex net electric meters and work a change out.
- Maintains and assures that Solar account information is current and correct for billing.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires a High School diploma or equivalent and one (1) year of related experience, electrical background and experience preferred, or an equivalent combination of education and experience.

Licenses or Certifications:

Must possess a valid Texas Driver's License with an acceptable driving record.
Customer Service Training.

Special Requirements:

- Must be able to be on 24-hour call out.
- Must be able to report a call within a certain number of minutes.
- Pass a criminal background check.

Knowledge, Skills and Abilities:

- Knowledge of the town; i.e. streets, etc.
- Knowledge of basic electrical and meter-loop construction.
- Skill in customer service.
- Ability to deal with the public and work well with co-workers.
- Ability to calculate electric and water usage for a given time frame.
- Ability to maintain a courteous and professional attitude with customer under all conditions.

PHYSICAL DEMANDS

The work is medium which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following additional physical abilities are required:

(Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

- F • Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- O • Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- O • Crawling: Moving about on hands and knees or hands and feet.
- F • Crouching: Bending the body downward and forward by bending leg and spine.
- R • Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- O • Grasping: Applying pressure to an object with the fingers and palm.
- F • Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- O • Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- O • Kneeling: Bending legs at knee to come to a rest on knee or knees.
- O • Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- F • Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- O • Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- F • Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- F • Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- F • Reaching: Extending hand(s) and arm(s) in any direction.
- O • Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- O • Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- F • Standing: Particularly for sustained periods of time.
- F • Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- F • Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- R • Talking 2: Shouting in order to be heard above ambient noise level.
- F • Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- R • Visual Acuity 2: Including color, depth perception, and field vision.
- O • Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- C • Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- O • Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

- F • Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

Work is performed outside in extreme weather conditions, summer and winter; exposed to physical danger from sharp objects in meter boxes, electrical sparks from electric meters; voltage from electric meters; dogs, snakes, bees, fire ants, and street traffic.

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

Employee Signature

Date

Supervisor (or HR) Signature

Date