

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Meter Reader/Groundsmen

DEPARTMENT: Electrical Department

DATE: 04-16

IMMEDIATE SUPERVISOR: Electric Department Supervisor

SUMMARY: Reads electric, gas and water meters and performs minor meter maintenance.

ESSENTIAL FUNCTIONS:

- I. Meter Reading 75% of Time
 - A. Read electric, gas and water meters by routes.
 - B. Meet and work with the public effectively and courteously.
 - C. Answer customer questions and refer customer questions/complaints to appropriate person or department.
 - D. Report damaged electric, gas or water meters to the appropriate supervisor.
 - E. Report meters found that are in the computer system or discrepancies in status of accounts.
 - F. Report unusual consumption, unauthorized usage or cut seals to the appropriate person or department..
 - G. Perform work with a high level of accuracy and professionalism.
 - H. Responsible for use, care and security of tools, vehicles, equipment and materials utilized.
 - I. Train other personnel in job-related operations.
 - J. Assist in resequence of meter routes when needed.
 - K. Report access problems to appropriate supervisor.
 - L. Perform minor meter maintenance and repair duties.
 - M. Other duties as required.
- II. Assist electric, gas and water departments 25% of Time
 - A. Trim trees.
 - B. Grind brush.
 - C. Assemble required materials, tools and equipment to start projects.
 - D. Assist departments in after-hour emergencies.
 - E. Assist construction crews as needed.

F. Other duties as required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- Job functions will be performed in outdoor environment subject to adverse weather conditions.
- Job functions require traversing areas covered by brush/trees where footing may be poor and the ground uneven and/or soaked.
- Job involves working with and around livestock and/or pets and their behaviors, including potentially dangerous dogs.

PHYSICAL EFFORT

- Work requires the ability to lift and carry up to 80 pounds.
- The job requires the ability to operate hand-held computers, tools and equipment.
- The job requires above normal endurance due to the amount of walking.

KNOWLEDGE REQUIREMENTS

- Completed high school diploma or equivalent.
- Ability to obtain a valid Missouri driver's license.
- Ability to work as a member of the meter reading team, as well as the ability to work without close supervision and to make decisions compatible with prior instructions.
- Demonstrate a positive attitude, good work ethic, promptness in work arrival and in accomplishing all tasks.
- Develop a working knowledge of safe work practices, accident prevention procedures, tools and equipment as related to job functions.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity and time pressure of decision making.
- Average analytical and conceptual thinking.

COMMUNICATION

- Average verbal and nonverbal communication.
- Average written communication.

SENSORY ABILITIES

- Normal ability to see, hear, smell and touch.
- Normal ability to distinguish colors.