



## **CLASSIFICATION DESCRIPTION**

**TITLE: METER TECHNICIAN I**

**JOB CODE: 6 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to perform responsible meter services work. Employees in this classification perform at entry level and are responsible for field verification, reading, repairing, maintaining, exchanging and trouble-shooting meters of various types and sizes. This position also installs, programs and trouble shoots meter transmitters for the radio meter reading system. The objective is to support correct and timely billing of metered services for the Finance Department. Although the employee works independently and is often physically removed from supervision the duties are performed within the frame work of pre-established policies and procedures.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Field verifies meter information (size, type, location, etc.), reads and rereads meters to ensure accurate billing, exchanges and trouble-shoots meters of various types and sizes. Replaces old technology meters with new electronic meters and programs them for radio reading.
- Installs, programs and trouble shoots meter transmitters for the radio meter reading system and removes information from data logger and provides to customer service for customer inquiries and usage disputes. Captures GPS data for new meter installation to log locations of meters for radio meter reading.
- Repairs meters and registers, replaces worn out parts, repairs leaks, tests meters for accuracy, reviews verification readings, repairs meter wiring damage and meter tampering.
- Operates hand held data collection devices, auto reading guns, Trimble programming devices and command links plus GPS units.
- Repairs and replaces broken meter pits, exchanges smaller for larger meter pits and realigns meter pits for proper access to meter and meter equipment.
- Assists Utility Systems technicians with retrofitting of commercial meters and repairs.

- Cleans meter boxes and clears surrounding areas of vegetation and overgrowth.
- Operates utility vehicles; cleans and maintains assigned vehicles, tools and equipment.
- May assist utility crews with leaks and other water distribution work.
- Performs repairs and replaces broken meter pits, exchanges smaller for larger meter pits and realigns meter pits for proper access to meter and meter equipment.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by the ability to proficiently use computers, tablets, notebooks and various types of hand held electronic equipment; the ability to work with hand tools and disassemble/assemble small mechanical devices; the ability to read and write English; the ability to perform basic math calculations; or equivalent combination of education, training and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.  
Reference Certification Master List for eligible certification pay.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Knowledge of the geography and street locations of the City. Knowledge of the mechanism and repair of meters.
- Ability to read and write English.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer service.
- Ability to perform basic meter repairs.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to establish and maintain effective working relationships with supervisors and the general public.

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 50 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, excessive noise, vehicles, dampness/humidity, biting insects and unrestrained animals. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.