

**COLUMBIA POWER AND WATER SYSTEMS  
POSITION DESCRIPTION**

**Job Title:**

Meter Services Technician

**Effective Date:**

**Reports To:**

Meter Services Supervisor

**Supervises Directly:**

N/A

**Purpose for the Position:**

A non-exempt, full time-position to read electric and water meters and record volume used by residential, commercial, and industrial consumers.

**Essential Responsibilities:**

1. Inspect meters and connections for defects, damage, and unauthorized connections.
2. Verify readings to locate abnormal consumption or stopped meters and record reasons for fluctuations.
3. Ensure accurate readings are obtained during meter changes and processing of service orders.
4. Assist in disconnection of electric and water services for non-payment of bills and reconnect when appropriate.
5. Assist in maintaining meter inventory.
6. Assist in maintaining meter repair parts inventory.
7. May turn service off or on according to service orders.
8. Change out electric and water meters.
9. Replace damaged water meter gaskets.
10. Folio new accounts.
11. Perform pressure tests at customer's request.
12. Collaborate with the customer records department to maintain the integrity of all billing and metering data.
13. Other work as assigned.

**To do this kind of work, you must be able to**

- use arithmetic to take readings and estimate quantities
- avoid errors in record keeping
- use hands and fingers to measure, handle, or move large and small items
- see small print and figures on tickets, meters, etc.
- use hands and fingers to input meter readings and comments into hand-held computers

- have a working knowledge of computer hardware and software, including extensive knowledge of Microsoft Excel

### **Essential Functions of the Job:**

1. Acknowledge and adhere to all CPWS policies
2. Regular attendance at work
3. Perform duties safely without endangering self, others, and the public
4. Maintain valid Tennessee driver's license
5. Ability to lift 0- 50 pounds for 1 hour a day
6. Ability to lift and/or carry objects weighing up to 20 pounds for 8 hours a day
7. Ability to use eyes, hands, and fingers to operate hand-held computer keypad quickly and accurately
8. Ability to walk and stand 6 - 7 hours per day
9. Climbing, balancing, twisting, bending, and kneeling
10. Ability to get in and out of a pickup truck numerous times a day
11. Environmental Conditions: Ability to work outside: no effective protection from weather. A job is considered "outside" if the worker spends approximately 75 percent or more of the time outside.

### **Math Skills:**

Requires mathematical development sufficient to be able to add, subtract, multiply, and divide all units of measure.

### **Language Skills:**

Must have developed language skills to the point to be able to read and understand instructions, material safety data sheets, rules, etc., looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation.

Write sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs.

Speak clearly and distinctly with appropriate pauses, emphasis, and correct pronunciation.

### **Relationships to Data, People, and Things:**

Data: Copying: Transcribing, entering, or posting data.

People: Speaking/Signaling/Writing: Talking with and/or signaling people to convey or exchange information.

Things: Handling: Using body members, hand tools, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgment with regard to attainment of standards or in selecting appropriate tool, object or material.

### **To do this job, you must have the following minimum amount of total education and/or experience:**

1. High School diploma or equivalent

**GENERAL REQUIREMENTS:**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that additional and/or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job description does not constitute a written or implied contract of employment.