

## Meter Technician

**Kind of Work:** This position performs routine work in recording meter reads when needed. Assessing data from meters for inaccuracy. May also assist in repair, maintenance and overhaul of water meters. This position also may occasionally operate all types of heavy equipment of the Department of Public Works. They may perform duties of lower classified personnel as needs require.

**Distinguishing features of Work:** Reading meters as needed. Performs semi-skilled maintenance and repair on water meters and related mechanical equipment. May assist with the installation of water meters as needed. Will be monitoring meter computer programs to identify potential issues with meters. Also, will be utilizing the billing system to maintain accuracy and update meter information as needed. Analyzing and maintaining various meter reports looking for inefficiencies. Working closely with the Utility Billing Clerk to ensure accuracy of monthly billing.

### Illustrative examples of work:

1. Monitoring various meter programs looking for potential issues.
2. Utilizing the current billing systems to maintain accuracy of meter information.
3. Analyzing various reports looking for abnormalities.
4. Maintenance and repair of water meters and related equipment
5. Maintaining records of new installations and all meter exchanges.
6. Coordinating with software and equipment providers to maintain the working condition of our meter infrastructure.
7. Scheduling meter maintenance with residents and business as needed.
8. Turns water service off and on.
9. On occasion may operate light or heavy equipment as needed.
10. Performs other departmental work tasks as assigned.

### Desirable knowledge, skills, and abilities:

1. Knowledge of billing practice and procedures.
2. Knowledge of computer skills necessary to complete technical aspects of job duties.
3. Ability to follow oral and written instructions and to keep daily time records, work reports and records.
4. Ability to read water meters, to record readings and perform simple arithmetic calculations accurately and quickly.
5. Ability to repair and maintain residential and commercial water meters.
6. Ability to work steadily without continual supervision.
7. Ability to work cooperatively with others and sufficient strength and manual dexterity to perform assigned tasks.
8. Ability to accept complaints tactfully and maintain a friendly disposition.
9. Must obtain level S-4 water certification within 2 years.
10. Must have a valid Michigan Driver's License
11. Must be able to a CDL and maintain a good driving record.

**Desirable Qualifications:** High School Diploma and One year of experience involving frequent contact with the public. Experience with various computer programs related to the monitoring of meters and customer billing. Experience analyzing various meter reports looking for discrepancies.