



JOB DESCRIPTION

POSITION TITLE: Meter Reader (Non-exempt)

REPORTS TO: Metering Supervisor

JOB SUMMARY:

Under general supervision is responsible for reading meters and recording consumption.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Set up meter reading routes for most efficient coverage. Adds customers to routes when needed.
2. Reads meters and records with electronic meter reading device.
3. Check meters for proper conditions, such as seals, snap lock covers and tampering. Reports discrepancies to supervisor so that items can be corrected and tampering can be investigated.
4. Utilizing meter reading device, responds to service cut off code as required. Pull meter and installs plastic insulator device.
5. May operate company vehicle to efficiently make rounds. Performs maintenance and sees that equipment is properly maintained and that needed repairs are properly reported.
6. Must have a telephone and be available for "on call" duty, special trouble calls and overtime as necessary.
7. Must maintain appropriate valid Georgia driver's license.
8. Periodically attends training sessions to stay proficient in such subjects as safety, first aid, CPR, live line training and equipment, etc.
9. Cross trains on all meter reading routes.
10. As a public employee, is responsible for maintaining good relations with the public served.
11. Performs other duties as assigned.

PHYSICAL DEMANDS

- The work requires some physical exertions, such as standing, sitting, bending, crouching, and constant walking.
- Lifts and carries hand-held equipment.
- Finger dexterity needed.
- The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.
- The physical requirements of the job require the ability to lift 50 pounds and on those occasions where lifting requirements may be higher, employee is required to notify supervisor of the need for assistance.
- Vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work involves in climate and extreme outdoor weather conditions.
- Subject to exposure to dogs, snakes, spiders, broken glass, irate customers, and rugged terrain.

- Able to drive company vehicle and sit in vehicle for extended period of time.
- Normal working hours are expected (7:00 AM – 4:00 PM, Monday through Friday – Full Time); however, employee may be subject to call-outs or be on-call after normal business hours and on weekends and/or holidays. During the week that the employee is on-call, their working hours will be from 11:00 AM – 8:00 PM.

MINIMAL QUALIFICATIONS

- High school diploma or equivalent.
- Must possess and maintain a valid Georgia driver's license.
- Possess demonstrable skills, and be self motivated and a team player.
- Possess good reading, verbal and written communication skills.
- Ability to read, record, and accurately enter numbers (meter readings).
- Possess the ability to interface with customers and internal personnel.

Send resume to:

Fort Valley Utility Commission
500 Anthoine Street
Fort Valley, GA 31030
email to: hrmanager@fvutil.com
Deadline: July 29, 2021

EOE/Drug Free/Smoke Free Environment