

**POSITION TITLE: METER TECHNICIAN I**  
**DEPARTMENT: PUBLIC UTILITIES**  
**DIVISION: ELECTRIC DIVISION**

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Electric Meter Specialist

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: \_\_\_\_\_

None

DIRECT: 0

INDIRECT: 0

### POSITION FUNCTION

This position is responsible for providing the Utility Business Office with accurate readings for billing purposes; turning electric meters on/off; setting and verifying new electric services and offering customer services; and locating all city-owned underground lines and wires.

### JOB RESPONSIBILITIES

Reads electric meters, as required

Rechecks high and low meter readings

Assists Meter Technician II and Meter Specialist and other personnel as necessary

Delivers final notices to customers

Reports damaged meters to the Electric Division and assigns new accounts to routes

Loads and unloads route information using City computer system

Interacts with public, provides customer services to customers, general public, and other staff. May work under supervision of other division personnel.

Maintains vehicles

Locates all City-owned underground wires and lines

Sets and verifies new single phase services at homes and apartments

Perform service orders and electric connects and disconnects

Assists the Utility Business Office

Performs other related duties, as assigned

### PHYSICAL REQUIREMENTS

Job requires incumbent to sit, walk, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less as well as greater distances, and occasionally lift up to 100 pounds. Incumbent must walk for long periods of time in all types of weather conditions, some of which could be adverse.

REQUIRED SKILL SETS	
<p><b>Occupational/Technical Skills</b></p> <ul style="list-style-type: none"> <li>Ability to use selected meter reading devices</li> <li>Working knowledge and proficiency working with the City's GIS system</li> <li>Ability to maintain a valid Ohio Driver's License and to operate an automobile and/or other vehicles.</li> <li>Ability to use a multi-meter and selected underground location equipment.</li> <li>Proficiency with spreadsheet, word processing, and other software and computer hardware used in the Electric Division</li> </ul> <p><b>Administrative Skills</b></p> <ul style="list-style-type: none"> <li>Ability to analyze and resolve situations and problems</li> <li>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</li> <li>Ability to use techniques of effective time management</li> <li>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</li> <li>Knowledge of modern office equipment</li> <li>Ability to process paperwork effectively and to maintain clear and accurate records and reports.</li> </ul> <p><b>Cognitive Skills</b></p> <ul style="list-style-type: none"> <li>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</li> <li>Ability to make timely, sound decisions</li> <li>Ability to identify problems, recognizing symptoms, causes and alternative solutions</li> <li>Ability to interpret a variety of instructions in written, oral, diagram or schedule form and technical information with abstract and/or concrete variables.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to perform standard business arithmetic, including percentages and decimals</li> </ul> <p><b>Communications Skills</b></p> <ul style="list-style-type: none"> <li>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</li> <li>Ability to speak effectively one-to-one</li> <li>Ability to demonstrate attention to and convey understanding of the comments or questions of others</li> <li>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>Ability to use tact and discretion</li> <li>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</li> <li>Ability to deal courteously and diplomatically with the general public</li> <li>Ability to maintain issue confidentiality</li> <li>Ability to arrive at constructive solutions while maintaining positive working relationships</li> <li>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</li> </ul> <p><b>Leadership Skills</b></p> <ul style="list-style-type: none"> <li>Ability to take charge and initiate actions</li> <li>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</li> <li>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</li> <li>Ability to clearly assign responsibilities and tasks to others</li> <li>Ability to instruct and train others</li> </ul>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed both indoors and outdoors; incumbent typically works alone and around electrical hazards.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>High school diploma or equivalent; one to three years of relevant experience; must maintain a valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.