

City and Borough Sitka, Alaska

Class Specification

Class Title	Electric Meter Reader
Class Code Number	4010
FLSA Designation	Non-Exempt
Pay Grade and Range	IBEW
Effective Date	September 2010

General Statement of Duties

Reads electric meters and records energy consumption in the City and Borough of Sitka; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to read regularly scheduled electric meter routes and record the kilowatt consumption on a hand held computer. The work is performed under the direct supervision of the Meter Technician, but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the metering department as required or as assigned by supervisory personnel. The principal duties of this class are performed in an outdoor environment, which may involve adverse weather conditions and related hazards in which the employee is subject to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Reads and records kilowatt consumption on regularly scheduled electric meter routes on a rotating basis including the operation of a small boat to access island meter locations;
- Performs special meter readings as requested;
- Downloads daily route reading data to the centralized billing system;
- Delivers billing notices to disconnect customers and performs meter disconnects and reconnects as requested;
- Tests single phase meters;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public;

- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the geography and street locations of the City and Borough service area;
- Good knowledge of meter reading equipment, methods, procedures and practices;
- Good knowledge of the occupational hazards of semi-skilled personnel including OSHA standards;
- Skill in diagnosing defects in metering equipment and computerized meter reading equipment;
- Ability to read and record detailed metering numbers;
- Ability to perform basic mathematical calculations;
- Skill in operating an outboard motor and skiff;
- Ability to work in all weather conditions;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; preferably supplemented by additional education and training in electric meter operation, or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate easily with other department personnel and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to read small numbers and to maintain computerized records;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand held computer equipment and small tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to walk meter routes in all weather conditions, access obscure meter locations and to operate an outboard motor and skiff.

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