

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>E849</b>
<b>FLSA:</b>	<b>N</b>
<b>WC:</b>	<b>7520</b>
<b>PG:</b>	<b>504</b>
<b>EEO:</b>	<b>8</b>

**CLASSIFICATION TITLE:            METER TECHNICIAN**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to troubleshoot and repair meters and meter reading equipment used with the City’s Automated Meter Reading technology to ensure that water consumption of residential, commercial and industrial utility customers are accurately recorded.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Installs and programs new meters and initializes MXU’s.

Troubleshoots meter reading transmission errors.

Calibrates meters to ensure accuracy.

Performs routine maintenance and troubleshooting of AMI equipment.

Ensures meters are readily accessible and functioning properly; reports defective meters or unusual situations to supervisor.

Cleans and removes litter and debris from around meters.

Assists in establishing and disconnecting service for customers.

Receives and responds to customer inquiries and complaints.

Sets work zones for water leak repair; may assist in water leak repairs or installing new meters.

Locates water lines, valves, meters, service lines and appurtenances.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Operates motor vehicle and hand-held computer or other equipment as necessary to complete essential functions.

During times of AMI system failure, will be required to obtain meter readings for billing.

Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; places safety cones, markers, or signs to alert citizens potential hazards.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, product safety information, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

May be required to serve on-call for after hour calls & emergencies.

Assists the Field Services Representative as required.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED with previous experience in meter reading or water distribution operation preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Knowledge of AMI/MXU technology a plus. Must possess and maintain a valid Georgia driver's license.

### **PERFORMANCE APTITUDES**

**Specific Knowledge, Skills, or Abilities:** Requires good knowledge of city streets, location of water meters and how to read a combination meter. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards. Requires periodic interaction with general public.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require regular and sustained standing and/or walking. Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature and noise extremes, or traffic hazards.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*