

**CITY OF NEEDLES**  
**POSITION DESCRIPTION**

**Position Title:** Meter Technician I    **Job Classification:** CLASSIFIED  
**Department:** Business Office    **Position Wage Range:** 36 (\$13.37-\$17.06)  
**Revised:** 10/7/20

**POSITION PURPOSE:** Secures and reports energy and resource consumption, and data for customer billing, customer inquiry and complaint resolution, record corrections and updates and other purposes. Installs, removes, disconnects, and tests water and electric meters. Performs utility repair and service work, and works with crews as assigned.

**REPORTS TO:** Business Office Manager

**EXAMPLES OF RESPONSIBILITIES** (may include but not limited to):

- A. Locates, reads, records and reports energy and other resource information from diverse recording equipment, such as consumption and demand meters, resource management and load measuring equipment.
- B. Ensures that reading and customer billing schedules are maintained by completing all reading per such schedules and by not exceeding established “read error” standards.
- C. Inspects and reports any unusual conditions or use of utility equipment or services, including energy diversion, unsafe conditions and changes in type of customer service use at a premise.
- D. Completes connects, disconnects, non-pay disconnects, meter tests, meter removes and installs and other equipment orders as appropriate.
- E. Loads and unloads computerized customer and other account information between the utility billing system and the meter reading system, and completes other system transfer requirements such as data backups, etc., as appropriate.
- F. Assists with new customer account creation by identifying appropriate meter reading route and trail sequences and by preparing any special meter reading instructions for locating the meter or for unusual situations or conditions.
- G. Operates City vehicles in a safe and courteous manner, always being aware of the public, property of others and vehicle operating laws.
- H. Promotes an environment that encourages team building by being cooperative and courteous.
- I. Assists other city departments, as assigned, and completes activities and projects that may include street, water, electric or other work.

**MINIMUM QUALIFICATIONS:**

- A. Must be high school graduate, or satisfactorily completed the General Education Development (G.E.D.), or have equivalent combination of training.
- B. Must possess a valid state driver's license with a satisfactory driving record.
- C. Must be able to perform basic mechanical and physical activities required of the position.
- D. Must be able to work in extreme climatic conditions, and to walk long distances and through varied terrain daily.
- E. Must have strong interpersonal and oral and written communication skills.
- F. Must have strong math skill and must be able to perform mathematical calculations.
- G. Must be willing to work periodic overtime and be available for after-hour service emergencies and restoration, and live within thirty minutes of department headquarters.
- H. Knowledge of computer systems, data entry and computer operation is desired.
- I. Knowledge of electric wiring practices, utility meter operation and registration and customer accounting practices is preferred.
- J. Knowledge of the street locations, resident addresses and other service territory information is desirable.
- K. Other duties as assigned.

**GENERAL**

This classification description is not intended to be all-inclusive, and employee will also perform other reasonable related duties as assigned by management as required. The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.