



# Jo-Carroll Energy

ELECTRIC | NATURAL GAS | BROADBAND

## SUMMARY POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	<b>Meter Reader / Field Inspector</b>
<b>DEPARTMENT:</b>	<b>Engineering</b>
<b>REPORTS TO:</b>	<b>Director of Engineering</b>
<b>FLSA CLASS:</b>	<b>Non-Exempt - Union Position IBEW #953</b>

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### Position Summary

Performs necessary duties to render prompt, accurate, and reliable meter reads for kilowatt hour and demand meters and promotes good will between the cooperative and its membership. Performs regular field visits and inspections of metering points, documenting findings.

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### Essential Responsibilities and Duties:

- Accurately read demand and kilowatt hour meters and record reading on meter reading sheets or into computer software.
- May periodically read large energy accounts and download meter data as directed by the cooperative.
- Investigates broken or missing meter seals and other possible current diversion, assists in the prevention and detection of energy theft, and reseals meter sockets as directed by the Cooperative.
- Performs field inspections of cooperative's meter installations, observing and reporting any irregularities relating to meters, lines and equipment of the cooperative.
- May assist the Member Services Department in the location of meters, placing Jo-Carroll locks on gates, and verifying basic service information.
- Attends required technical training, which may be outside of the service area, to obtain knowledge or maintain knowledge of metering devices.
- Handle member questions concerning meter reading, billing, service or other matters in the field, if possible, otherwise reports in writing to proper person or department for follow-up.
- Prepares daily time sheet for work performed including a description of work performed and length of time spent on the work description. Show truck number, beginning and ending odometer reading and total miles driven for each type of work performed.
- May perform general service work and other duties as assigned.

### Internal Relationships:

- Requires close interaction with the Line Superintendent and Member Services. Requests advice and assistance and conveys any and all operational matters quickly and succinctly.
- Must work to foster a team spirit with all employees, while maintaining courteous and professional relationships. Exchanges information and job experiences that would be mutually beneficial to each functional area within the Cooperative.

### External Relationships:

Meter Reader / Field Inspector

- Interacts with members to create an understanding and support of the member-owned Cooperative business model; encourage and promote the effective and efficient use of energy and provide helpful, courteous assistance and service.
- Requires efficient and respectful interaction with the general public, vendors, contractors, and other utility personnel.
- Maintains confidentiality of sensitive information

### **Minimum Qualifications:**

- Must have sufficient physical health to perform the essential functions, duties, and responsibilities of the job. Must be able to address work situations that frequently require changes using different techniques, procedures, or degrees of attentiveness without loss of effectiveness or composure while adhering to requirements and achieving satisfactory levels of performance. Must have a positive attitude toward safety and accident prevention.
- Must have a high school diploma or equivalency and appropriate utility work experience. Must be able to utilize a computer and cooperative software. Must have good oral and written communication skills. Must have and be able to maintain a valid driver's license.

### **Special Requirements of the Position:**

- At times may have to work long days or weeks. Must be able to travel and stay overnight occasionally.

### **Physical Demands of the Position:**

- Must be able to lift up to 50 lbs. occasionally and up to 25 lbs. frequently. Must be able to push and pull using arms and legs up to 50 lbs. Must be able to walk at least a mile over uneven terrain and stand for at least an hour at a time. Must be able to climb ladders, stairs, and ramps using arms and legs. Body agility is important.
- Must be able to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or uneven surfaces. Must be able to bend body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles. Must be able to bend legs at knees to come to rest on knee or knees. Must be able to move about on hands and knees or hands and feet. Must be able to reach in any direction extending arms and hands. Must be able to seize, hold, grasp, and turn objects and work with hands. Must be able to pick, pinch or otherwise work with fingers.
- Must have near and far vision and three-dimensional vision. Must have the ability to judge distances and spatial relationships. Must be able to identify and distinguish colors. Must be able to hear.
- Must be able to work outdoors in hot, cold, and inclement weather.

### **Created / Revised**

12/12/18 – JLM