APPLICATIONS ACCEPTED UNTIL FILLED

METER TECHNICIAN I – LINE MAINTENANCE

Starting Salary: $31,560/YR. w/Benefits

*This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION
Entry-level position with technical skills to be learned with on-the-job training. The incumbent checks utility accounts for unauthorized use. Utilizes generated reports to check the accuracy of meter readings, completes work orders including connect and disconnect of services, meter and/or component maintenance and maintains the appropriate meter-related software and databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Receives work assignments from Line Maintenance Supervisor and/or Meter Tech III, once trained tasks are completed in an individual setting. Uses extensive knowledge of the related software and hardware components, ability to troubleshoot, and ability to interpret manufacturer literature in making informed decisions on method(s) of repair to prevent further monetary loss and/or damage to equipment.
2. Repairs and maintains the water meter infrastructure in accordance with established procedures by utilizing meter-related software reports to identify problems with meters and/or meter components and inactive meters showing usage.
3. Assists in maintaining the meter database, including, but not limited to, adding and deleting meters into various software systems. Communicates and documents communication with manufacturer for assistance with the AMI program.
4. Works as directed with other Line Maintenance staff to turn water services off and on for nonpayment/payment, as required.
5. Performs meter pull and test for accuracy, as needed.
6. Removes brush, debris, tall grass, or other objects to access meter boxes, as needed.
7. Completes additional duties and responsibilities of the Meter Tech III in their absence, as required.
8. Assists in maintaining the contractor flush meters program, including the reporting of readings and fees to Customer Service by specific dates.
9. Prepares, completes, and submits service requests and work orders utilizing Cityworks, as needed.
10. Locates City-owned infrastructure, as needed.
11. Operates city vehicle and equipment on a regular basis.
12. Perform any other related duties as required or assigned.

COMMUNICATION SKILLS
Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar
SOFTWARE SKILLS REQUIRED
Basic: 10-Key, Alphanumeric Data Entry

MENTAL DEMAND
Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

PUBLIC CONTACT
Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization’s position and operation.

WORKING CONDITIONS
Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time. While performing the functions of this job, the employee is regularly exposed to fumes or airborne particles, outdoor weather conditions. The noise level in the work environment is usually moderate. The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

EDUCATION AND EXPERIENCE
Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

Creates, extracts, and processes reports to multiple programs (Cityworks, Sensus Analytics, Sensus RNI, Naviline, etc.). Creates, modifies, and combines multiple lines of data from Excel and Word into reports, graphs, and charts.

Must possess a high school diploma or equivalent. Must obtain a Class "D" water operator certification from the Department of Environmental Quality within the first year of employment. Previous experience as a Meter Reader/Tech preferred. Must possess a valid Oklahoma driver's license and be insurable.

ADDITIONAL INFORMATION
Nature of the work is technical, requiring good judgment in the interpretation and/or clarification of data collected. Must be able to troubleshoot and determine malfunctions with electronic water meters and components. Decisions are normally made within the framework of standard and recurrent operations,
and frequently have impacts both inside and outside the City organization. Must obtain and retain a Class "D" water certification from the Oklahoma Department of Environmental Quality within the first year of employment. Must possess a valid Oklahoma class "D" driver's license and be insurable.

This classification is a "safety-sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "safety-sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.