



Electric Service Worker

Electric

JOB SUMMARY

Connects and disconnects utility meters and inspects meters to ensure proper functioning.

MAJOR DUTIES

- Connects and disconnects electric and water services.
- Inspects electric meters to ensure proper functioning; pulls electric meters that have been tampered with, are malfunctioning, or are outdated.
- Takes electric and water meter readings for utility purposes, as needed.
- Processes all related paperwork in a timely manner.
- Ensures compliance with safety and other department policies and procedures.
- Retrieves payments from drop boxes and post office.
- Delivers outgoing mail to post office.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of electric meter installation and repair principles.
- Knowledge of the tools and equipment used in the installation, testing and repair of meters.
- Knowledge of utility system meter locations.
- Skill in the operation of specialized tools and equipment.
- Skill in performing electric meter maintenance and repair activities.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Service Worker Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related meter installation and repair duties. Inclement weather and challenging field conditions contribute to the complexity of the position.
- The purpose of this position is to assist in the installation and repair of utility meters. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- No experience requirements.