



City of Milford
Meter Technician II
Pay Grade: 05 (IBEW Local 126 Union)

Employment Status: Full-Time

FLSA Status: Non- Exempt

Experience Required: Two years of maintenance experience with residential electric and water meters. A comparable amount of training and experience may be substituted for the minimum qualifications.

Licenses, Certificates and Other Requirements: Must work scheduled On-Call Duty. Possession and retention of a valid Delaware vehicle operator's license. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. CPR/AED/First Aid Certification. Must pass pre-employment testing for substance abuse, criminal background, and motor vehicle driver's license history. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: High School diploma or equivalent

Direct Supervisor: Technical Services Supervisor

Supervisory Responsibility: N/A

Primary Work Location: In and out of city limits with possible exposure to extreme environments with reporting and meetings at the Public Works Facility.

Job Summary: Performs responsible skilled work involving reading, testing, installation, and maintenance of residential electric and water meters; customer service duties.

The Meter Technician II shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Meter Technician II shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- A. Collect meter readings for electric and water meters.
- B. Prepare and submit data for residential meter installations/removals (Meter In/Out
- C. Slips).
- D. Check for water leaks.
- E. Assist with testing and installation of residential electric and water meters.
- F. Assist with set up reading in NVRS-AMR Reading (enter routes, sequences, and ensures radios are prepared).
- G. Assist with reading DEMAND and Time of Use (TOU) meters.
- H. Assist with disconnect/reconnect of meters due to delinquencies.
- I. Assist the public in understanding residential consumption.
- J. Work scheduled on-call duties and after hours, as needed, for disconnect/reconnect of meters.
- K. Performs related work as required.



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Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Automatic meter reading systems.
- Familiar with City of Milford streets.
- Usage of stand-alone and network computers.
- Acquire, manipulate, and process meter data and calculate the consumption levels.

Skills

- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective work relationships.
- Time management.

Abilities

- Strength to perform manual labor.
- Physical stamina to withstand working under adverse weather conditions.
- Understand and abide by all safety rules.
- Interact positively with the public.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Administrator:
