



City of Milford
Meter Technician I
Pay Grade: 06 (IBEW Local 126 Union)

Employment Status: Full-Time

FLSA Status: Non- Exempt

Experience Required: Six years of practical experience with electric and water meters with four years of experience in maintaining and testing 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 live within 30 minutes of the Public Works Facility and work scheduled On-Call Duty. Electric Meter School Advanced Certification. Water Meter School Certification. 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: Associates degree in Electrical or Electronic Engineering Technology

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 technical and skilled work involving reading, testing, installation, and maintenance of residential and commercial electric and water meters.

The Meter Technician I 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 I 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. Maintain, repair, test, install, and retrofit residential and commercial electric and water meters.
- B. Collect, develop, analyze, and prepare data for records and reports related to meter testing and aggregated demand response reports.
- C. Understand, maintain, and set up reading in NVRS-AMR Reading (enter routes, sequences, and ensures radios are prepared).
- D. Check for water leaks.
- E. Calculate ratios and multipliers for the installation of primary electric metering and assist in the installation.
- F. Check and read DEMAND and Time of Use (TOU) meters.
- G. Assist with disconnect/reconnect of meters due to delinquencies.
- H. Assist with performing underground City-owned utility locates.
- I. Assist the public in understanding residential and commercial 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.
- Combine multiple data files and spreadsheets.

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:
