

POSITION DESCRIPTION

Class Title: Utility Technician (Job Class Code: 3014)	Effective Date: March 4, 2015
Division: Public Utilities	Pay Grade: 9
Department: Public Operations	FLSA Status: NE

GENERAL PURPOSE

Performs routine clerical and semi-skilled utility work in the reading and operation of utility meters.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Crew Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Travels assigned meter routes and obtains meter readings through the City's radio read meter system using an onboard computer. Reviews data received for reading errors. Records any problems observed and reports directly to his/her supervisor.
2. Inspects meters and connections for defects, damage and unauthorized connection or use; assists in the maintenance and repair of meters; replaces defective meters; tests meters for accuracy; reports findings to supervisor; rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption.
3. Maintains assigned tools and equipment; performs routine inspection and preventive maintenance on assigned tools and equipment and refers defects or needed repairs to supervisor; cleans equipment.
4. Responds to work orders for utility disconnections, reconnections, new orders, fire hydrant maintenance and other public works service requests, as assigned.
5. Assists in the analysis and improvement of assigned routes.
6. Performs all duties in conformance to appropriate safety and security standards.
7. When monthly meter reading duties are completed, performs required labor involved in projects as part of a maintenance crew.
8. Assists with any other job related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an high school or GED equivalent; and
2. One (1) year experience with the City of Slidell or one (1) year experience in reading meters, utility, or maintenance work; or

3. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of data entry, working knowledge of basic arithmetic.
2. Skill in operating listed tools and equipment.
3. Ability to adhere to strict attendance requirements; Ability to perform and record arithmetic computations accurately and quickly; Ability to accurately read and record data from various types of meter dials; Ability to understand and carry out written and oral instructions and to communicate effectively verbally and in writing; Ability to work in inclement weather; Ability to work overtime as scheduled; Ability to establish successful working relationships; Ability to work with angry or difficult customers.

SPECIAL REQUIREMENTS

1. Must possess valid State Driver's License.
2. Must have demonstrated record of exceptional attendance.

TOOLS AND EQUIPMENT USED

Micro-computing device, computer, calculator, portable or mobile radio, motorized vehicles and equipment, including pickup truck, common hand and power tools, shovels, wrenches, and detection devices.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Civil Service Director

Approval: 
Department Director