

**POSITION TITLE:** ELECTRIC METER SPECIALIST  
**DEPARTMENT:** PUBLIC UTILITIES  
**DIVISION:** ELECTRIC

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Electric Superintendent

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Meter Readers, Electric Meter Installation  
Worker, Meter Service Worker

**DIRECT:** 4

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for ensuring accuracy of the metering of electrical usage for both industrial and residential customers; also supervises staff involved in daily maintenance and operation of metering facilities.

**JOB RESPONSIBILITIES**

- Designs electric meter sites
- Builds electric meter sites
- Installs electric meters
- Maintains electric meters and metering inventory
- Reads electric meters
- Verifies that meter usage and usage bills coincide
- Supervises staff
- Delegates responsibilities
- Troubleshoots electrical metering problems
- Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, use hands to finger, handle or feel, and climb/balance. Must be able to focus clearly at 20 inches or less.

<b>REQUIRED SKILL SETS</b>	
<p><b><i>Occupational/Technical Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to read blueprints</li> <li>Ability to use selected job-specific software</li> <li>Ability to use meter testing equipment</li> <li>Ability to perform all metering duties</li> <li>Ability to drive and to maintain a valid Class "A" Commercial Driver's License</li> </ul> <p><b><i>Administrative Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to analyze and resolve situations and problems</li> <li>Ability to organize work, set priorities and meet critical deadlines</li> <li>Ability to handle multiple priorities and projects</li> <li>Ability to process paperwork effectively</li> <li>Ability to keep clear and accurate records and reports</li> <li>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</li> <li>Ability to allocate resources and develop alternative strategies to meet goals and objectives</li> </ul> <p><b><i>Cognitive Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to interpret a variety of technical information with abstract and/or concrete variables</li> <li>Ability to identify problems, recognizing symptoms, causes and alternative solutions</li> <li>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</li> <li>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</li> <li>Ability to perform standard business arithmetic, including percentages and decimals</li> <li>Ability to apply mathematical concepts such as ratios, propor-</li> </ul>	<ul style="list-style-type: none"> <li>tions, probability factors and statistical inference</li> <li>Ability to draw accurate conclusions from numerical material</li> </ul> <p><b><i>Communications Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</li> <li>Ability to speak effectively one-to-one</li> <li>Ability to demonstrate attention to and convey understanding of the comments or questions of others</li> </ul> <p><b><i>Interpersonal Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to use tact and discretion</li> <li>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</li> <li>Ability to deal courteously and diplomatically with the general public</li> <li>Ability to arrive at constructive solutions while maintaining positive working relationships</li> </ul> <p><b><i>Leadership Skills</i></b></p> <ul style="list-style-type: none"> <li>Ability to take charge and initiate actions</li> <li>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</li> <li>Ability to plan, conduct, and participate in meetings in which the collective resources of group members are used efficiently</li> <li>Ability to assign responsibilities and tasks to others</li> <li>Ability to instruct and train others</li> <li>Ability to select and evaluate employees</li> <li>Ability to provide performance feedback</li> </ul>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is typically performed outdoors and has great exposure to the City's citizens, and the general public.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>High school diploma or equivalent; one to three years of relevant experience; valid Class "A" Commercial Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.