

**CITY OF AUSTELL  
DEPARTMENT OF PUBLIC WORKS**

Class title: Meter Technician  
Department: Public Works  
Division: Water

Job Code Number: MT/W  
Range: 1

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**GENERAL PURPOSE**

Responsible for reading and recording water usage data, installing and maintaining AMI equipment and running reports.

**SUPERVISION RECEIVED**

Works under the immediate supervision of a Division Supervisor and/or Crew Leader.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Traverses assigned routes and takes readings of meter and inputs data into hand-held microcomputing device to provide needed information for utility billing or other related actions; notes any unusual changes in consumption, and notes location of malfunctions such as leaks or damage meters.
2. Inspects meter and connection for defects, damages and unauthorized connection or use; reports finding to supervisor.
3. Recheck readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption. Calibrates meters as requested.
4. Assists in the maintenance and repair of meters; replace defective meters and MXU; test meter for accuracy.
5. Assists in maintaining water quality by taking water samples as required.
6. Maintains assigned vehicle, tools and equipment.

**PERIPHERAL DUTIES**

Responds to work orders for utility disconnections, reconnection, new orders and other public work service request, as assigned

Assists maintenance worker as requested

Perform other duties as required.

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## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience:*

1. High school diploma or GED equivalent.
2. Equivalent combination of education, training and experiences which provides the requisite knowledge, skills and abilities.

### *Necessary knowledge, skills and abilities:*

1. Working knowledge of data entry.
2. Working knowledge of basic arithmetic
3. Ability to perform and record arithmetic computation accurately and quickly.
4. Ability to communicate effectively both verbally and in writing
5. Ability to work in inclement weather
6. Ability to establish successful working relationships
7. Ability to work with angry or difficult customers.

## **SPECIAL REQUIREMENTS**

Valid Georgia driver's license

Must be able to work overtime as requested.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles

Pencil or microcomputing device, hand tools, calculator, and portable communication radio.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job 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 regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl and smell.

The employee must frequently lift and/or move up to twenty five (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee may encounter 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.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check and job related tests may be required. The City of Austell is a Drug-free work place, if selected; an employment physical and drug screen will 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.

This job description does not constitute an employment agreement between the City of Austell and the employee and is subject to change by the Austell Public Works as the needs of the City of Austell and requirements of the job change.

The City of Austell is an Equal Opportunity Employer. Austell City Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

### **How to apply:**

- Please complete an application in its entirety and return it to Human Resources.
  - ❖ 5000 Austell Powder-Springs Rd. Suite 220  
Austell, GA 30106  
(770) 944-4303