

METER CREW LEADER

GENERAL STATEMENT OF DUTIES: Supervises Meter Readers and Utility Service Workers; reads meters, pulls and resets meters, records consumption; turns on and shuts off water and gas services; investigates customer complaints; performs any other duties assigned by the City Manager or supervisor.

DISTINGUISHING FEATURES OF THE CLASS: Supervises and does related work involving responsibility for reading water and gas meters; turning on and off gas and water services; removing and resetting water and gas meters; investigates customer complaints; discontinue service on delinquent accounts or in special emergencies.

EXAMPLES OF WORK: (Illustrative only)

Reads water and gas meters;
Re-lights pilots for customers;
Investigate customer complaints;
Pulls and resets water and gas meters;
Make minor repairs in the field;
Reports water or gas leaks;
Turn on water and gas services;
Cuts off water and gas services at customers request;
Makes special readings as required;
Trains new Meter Readers;
Checks meter books;
Assigns and reviews work of Meter Readers and Utility Service Workers;
Prepares work orders;
Collects overdue accounts; and
Responsible for delivering City Hall mail and delivering bank deposits.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of gas and water service rules and regulations; know the geography and street locations of the city; the ability to write legibly; the ability to make simple arithmetical calculations rapidly and correctly; ability to establish and maintain effective working relationships with the general public and fellow workers; ability to plan and supervise the work of subordinates; to be able to explain pertinent rules of water and gas service; tact; courtesy; reliability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some meter reading or mechanical experience; preferably some contact with the public and completion of high school; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must have and maintain a valid driver's license issued by the State of Mississippi and must pass a drug test.

Pay Grade: 108