

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Water & Sewer (Utilities)

Position: Meter Service Technician

Job Category: LTC (Labor, Trades, Crafts)

Status: Permanent, Full-time

FLSA Status: Non-exempt

Date of Announcement: August 23, 2023

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Makes service calls on customers; installs meters, radio reads and remotes to new accounts.
- Reads meters; obtains final reads of meters.
- Assists co-workers as necessary.
- Performs shut offs for non-payment of bills.
- Performs meter testing and cross checks meters.
- Locates curb stops and replaces curb stop lids.
- Monitors inventory; ensures truck is properly stocked, serviced, and maintained.
- Performs other related duties as assigned.

Minimum Training and Experience Required:

- High school graduate or equivalency and one to two years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- A valid Indiana driver's license.

Minimum Physical and Mental Abilities:

- Ability to utilize departmental equipment and tools including SSI interrogators, drills, meters, touch pads, two-way radios, meter testing devices, service truck, locators, curb keys, ladders and various hand tools.
- Ability to exert physical effort in moderate work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including work orders, meter readings, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including maps, City GIS system, city policies, vehicle maintenance manuals, equipment handbooks/manuals, etc.
- Ability to prepare meter readings, hang cards, shut-offs, time cards, safety reports, memos, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret mechanical and plumbing terminology and language.
- Ability to perceive and discriminate sounds.

- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with customers, immediate supervisor, other departments' supervisors, plumbers, landowners, trainees, co-workers, other City personnel, and the general public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in both an office and an outdoor environment being exposed to extreme weather conditions and to walk eight hours reading meters.

Rate of Pay:

Teamster Category D - \$21.89/hour, per current salary ordinance.

Work Hours:

Monday - Friday, 8:00 a.m. – 5:00 p.m.

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment.
EOE/Drug Free/Smoke Free