



Meter Service Technician Position Description

Department: Utility

Position: Meter Service Technician

Job Category: LTC (Labor, Trades, Crafts)

Status: Permanent, Full-time

Scheduling: 40 hours per week

FLSA Status: Non-exempt

Date of Announcement: March 12, 2025

Application Deadline: Until position is filled

[Click here to apply](#)

Job Summary:

Make service calls to customers, install meters, read meters, obtain final reads of meters, investigate "high" bills and/or potential leaks, help coworkers when needed, shut off services for nonpayment, repair meters, test and cross-check meters, and perform related work that falls under the intermediate job category.

Essential Duties and Responsibilities:

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

- Make service calls on customers; installs meters, radio reads and remotes to new accounts.
- Read meters; obtains final reads of meters.
- Investigate "high" bills and/or possible leaks.
- Assist co-workers as necessary.
- Perform shut offs for non-payment of bills.
- Repairs meter. Performs meter testing and cross checks meters.
- Locate curb stops and replaces curb stop lids.
- Monitor inventory; ensures truck is properly stocked, serviced, and maintained.
- Perform other related duties as assigned.

Minimum Training and Experience Required:

- High School Diploma or GED and considerable work experience which provides the necessary knowledge, skills, and abilities; ; 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.

Supervisory Responsibilities:

- Not applicable

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, plot books, 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.
- Ability to comprehend and adhere to safety policies.

Environmental Adaptability:

- Ability to work effectively in both an office and an outdoor environment being exposed to extreme weather conditions and work in confined spaces.

Rate of Pay:

- Teamster Category D - \$23.78 hourly first year per current salary ordinance.

Work Hours:

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

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

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