

City & Borough of Wrangell

Position Description

Position: Meter Reader	Position Number:
Department/Site: Light Department	FLSA: Non-exempt
Evaluated by: Electrical Line Foreman	Salary Grade: 13

Summary

To assist line crews in the reading of electric meters citywide.

Distinguishing Career Features

The Meter Reader is essential to the support of Wrangell Municipal Light & Power operations. The Meter Reader assists lineworkers by reading the city's electric meters.

Essential Duties and Responsibilities

- Performs scheduled or assigned meter reading duties to record customer power usage. Observes and reports meter abnormalities or malfunctions.
- Performs other related duties as required or assigned. Works cooperatively with other employees, city departments, external agencies, and the public.

Qualifications

▪ Knowledge and Skills

Requires knowledge of or the ability to learn basic electric principles and safety procedures.

▪ Abilities

- Ability to work cooperatively with line crews.
- Ability to accurately read and record meter readings.
- Willingness to perform various job related duties as required or assigned.
- Must have a strong sense of teamwork and the ability to work cooperatively with others.
- Requires some mechanical knowledge of vehicles and equipment to ensure that they are in good and safe operating condition.
- Requires good verbal interpersonal skills and interaction skills.

▪ Physical Abilities

Ability to perform physically active duties such as lifting materials. Must be able to work outside in severe conditions, to stand for long periods of time, and to bend, stoop, and crouch.

- **Education and Experience**

- High School Diploma required
- Some knowledge of basic electric principles and safety procedures desirable

- **Licenses and Certificates**

Requires an Alaska Drivers License or the ability to obtain one within 6 months.

- **Working Conditions**

Ability to work irregular hours in sometimes severe weather and working conditions.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.