

## City & Borough of Wrangell

## Position Description

Position: Groundman/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 installation and maintenance of electrical distribution systems, operate electrical generation systems, and read electric meters citywide.

### **Distinguishing Career Features**

The Groundman/Meter Reader is essential to the support of Wrangell Municipal Light & Power operations. The Groundman/Meter Reader assists lineworkers and operates various heavy equipment to do so, in addition to monitoring Wrangell's electrical grid.

### **Essential Duties and Responsibilities**

- Provides assistance to lineworkers in maintaining the City's electrical distribution systems. Assists with materials and equipment. From the ground, monitors the safety of lineworkers. Assists in brush cutting and tree falling around power lines.
- 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.
- Must quickly learn needed skills and perform such duties as operate diesel generators and operate city equipment including the department's boom and bucket trucks.
- Performs routine inventory inspections on all trucks and supply materials. Maintains complete and accurate records of all inventories. Confers with Supervisor for supply purchases.

### **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 the ability to learn to operate heavy equipment and the boom and bucket trucks safely and efficiently.
- Requires inventory and record keeping skills to maintain appropriate supplies for the department.
- 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 heavy 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 CDL and Medical Certificate. Requires the ability to obtain a State of Alaska Certificate of Fitness.

▪ **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.*