

Jurisdiction: Oneida County V. Boonville
Jurisdictional Class: Non-Competitive
Revised: 7/9/97
(Title change from "Electric Meter Serviceman")

ELECTRIC METER SERVICE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Village of Boonville, and involves responsibility for the routine technical work consisting of the installation, maintenance, and repair of electric power measuring meters. These duties also include responsibility for the reading of electric meters, recording such readings and collecting delinquent bills. Specific instructions are received as to jobs to be performed. Field work is only spot checked, but shop work is checked on completion. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Installs, tests repairs and recalibrates electric power consumption meters;
Turns on or off electric service as requested by consumers;
Removes and resets electric meters on consumer's property;
Responds to no light calls;
Replaces blown fuses and locates source of trouble in lines at consumer's premises;
Makes service taps on electric systems;
Reads and records readings of electric meters and collects delinquent electric bills;
Keeps records and makes reports as required;
Occasionally works with the line crews.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of electrical power circuits and the theory and principles of electricity, as they related to electric power consumption measurement; good knowledge of the operation, maintenance and repair of electric meters; ability to read simple meters and measuring devices; ability to install and calibrate all types of electric meters; ability to follow simple oral and written directions; ability to record figures accurately and submit legibly written records; courtesy and tact in dealing with the public; mechanical aptitude; manual dexterity; dependability.

MINIMUM QUALIFICATIONS: Graduation from high school; **AND** either one (1) year of experience in the installation and maintenance of electric power meters, **OR** one (1) year of experience as a journeyman electrician in the installation and repair of power lines and power circuits; **OR** similar type work.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.