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| **AUGUST 3, 2018** | |
| **Position Vacancy Listing** | |
| **Return completed City Employment Application to:** | **City of Kannapolis; Human Resources** |
| **401 Laureate Way** | |
| **Kannapolis, NC 28081** | |
| **WEBSITE:** [**www.kannapolisnc.gov**](http://www.kannapolisnc.gov/) | |

**Position Title:** Meter Service Technician

**Position #:** 3610025

**Department:** Public Works – Water & Sewer Division

**Starting Salary:** $29,567 - $45,829

**Hours of Work: 7**:00 am – 4:00 pm , Monday thru Friday (overtime as needed)

**GENERAL STATEMENT OF DUTIES:** Performs skilled work in the maintenance and repair of water meter equipment and supervises personnel; performs related duties as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This employee serves as the field supervisor and trainer for Meter Readers. This employee is also responsible for requesting sufficient supplies and equipment to assure the serve the needs of the department. The Meter Technician must be proficient in the function, repair and maintenance of water meters and related equipment. This employee works under the general supervision of the Billing and Collections Operations Manager.

**ESSENTIAL JOB FUNCTIONS:** Maintains AMI meter network; loads and unloads hand-held meter reading devices; rechecks reading for accuracy; cleans, repairs, calibrates and tests meters for use in the field; checks meters for proper operation, removes defective meters, repairs defective meters, and installs new ones; inventories supplies and checks on meter and supply prices from vendors; gathers information on new products and equipment; maintains computer records of meter types, sizes and age; handles customer complaints, re-reads meters, checks for leaks; connects and disconnects meters.

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves work requiring the employee to occasionally exert up to 50 pounds of force and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to perform mechanical or skilled trades tasks of a non-repetitive nature such as technicians. An employee in this position will be exposed to inside and outside environmental conditions including extreme heat and cold; and may be exposed to vibrations. An employee in this position could be "reasonably anticipated" as a result of performing their job duties to face contact with blood and other potentially infectious materials.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the repair and maintenance of water meters or similar devices; knowledge of the methods and procedures involved in the reading of meters and transmitting or recording of consumption; general knowledge of the geography and street locations of the City; ability to instruct workers on the use and function of meter reading equipment; ability to direct the work of others; ability to observe safety measures and to train individuals in these matters; ability to use a computer for data entry; ability to work in adverse weather conditions; ability to understand and follow written or oral instructions; ability to work with the public; tact and courtesy.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from high school supplemented by course work related to repair and installation of water meters or similar equipment and four years of related experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Valid North Carolina driver’s license.

**Closing Date: OPEN UNTIL FILLED**