



# City of Easton

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## Meter Reader/Utility Worker I

### Job Description

The City of Easton is seeking applicants for a Meter Reader and Utility/Maintenance Worker.

The applicant is responsible for recording meter data and maintaining gas meters throughout the city, along with Utility Worker I duties, such as, but not limited to: performs semiskilled general labor work in cleaning and maintaining City buildings, grounds, and roads in accordance with all safety regulations and procedures.

### Typical Duties

#### Essential Job Duties/Responsibilities:

*Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.*

Walks and/or drives vehicle to assigned route and reads gas meters.

Checks meters; determines if functioning properly; completes documents indicating meter irregularities.

Cleans meter dials and meter boxes; reports meter tampering for gas meters.

Connects and disconnects gas services; disconnects meters for non-payment of utility service; keeps accurate records of meter reads, connects and disconnects.

Inspects equipment and performs preventive maintenance or repairs; refers complex equipment problems to supervisor.

Confers with customers regarding service problems and reports feedback to supervisor.

Performs custodial, janitorial, and minor facility maintenance duties; follows all safety rules and regulations to minimize risk of accidents and enhance the safety of employees and visitors.

Performs routine cleaning, restroom sanitation, floor care, and trash disposal in assigned City facilities; trash/sanitation community trash pick-up, cleans and maintains grounds and landscaping.

Performs minor interior and exterior building maintenance and repair tasks. Inspects and maintains assigned custodial equipment and small tools for proper operating condition; completes minor repairs on cleaning equipment as needed.

Opens, closes, locks and unlocks facilities as needed; sets up and takes down meeting rooms; assists with setup and teardown and other tasks for special events as directed.



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Completes daily work log, incident and accident reports; requisitions supplies and materials.

Cleans up spills and unsafe conditions in a timely manner and according to procedures; responds as directed to perform emergency cleaning work.

Utilizes proper safety precautions in all work performed; reports safety hazards and equipment problems; recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries.

Performs other related duties as assigned or required.

## **Work Environment/Physical Requirements:**

*The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The incumbent performs work in both an indoor and outdoor environment with exposure to hazardous and unpleasant conditions in extreme temperatures including heat, cold, temperature swings and inclement weather; some exposure to dust, odor, electrical, mechanical, and toxic hazards

Work requires frequent stooping, standing, walking, sitting, twisting, pulling, pushing

## **Education & Experience**

### **Minimum Qualifications:**

High School diploma or GED equivalent

Up to one (1) years' experience in general construction or maintenance

### **Licenses and Certifications:**

Texas Class "C" Drivers license

### **Knowledge, Skills, and Abilities:**

Proficient knowledge of field maintenance and emergency repair of meters

Basic understanding of problem solving and conflict management technique

Basic understanding of customer relations practices

Basic skills to communicate clearly and concisely

Basic understanding of City safety rules and operating procedure