

NON-EXEMPT POSITION DESCRIPTION

JOB CODE: 31123/31124
DATE PREPARED: June 1997
DATE REVISED: February 1999

POSITION TITLE: Meter Reader

BUSINESS UNIT: Energy Distribution

DEPARTMENT: Customer Services

LOCATION: All Regions

I. FUNCTION

Under general supervision, read kilowatt-hour and demand meters; reset and seal demand reset devices; record readings on paper documents or enter into electronic device; observe and report unusual and unsafe conditions or other inconsistencies, and take appropriate action.

II. DUTIES AND RESPONSIBILITY (The following list set forth the principal duties for the job:)

1. Read meters according to assigned schedule; verify readings for accuracy; verify meter number; read demand-type meters; reset and seal demand indicator reset device; report broken seals.
2. Record readings in electronic reading device or on applicable document.
3. Install temporary seal on meter enclosure, sealing band or locking device if not properly sealed, and report information as required.
4. Operate Company vehicles consistent with policies and state motor vehicle regulations; report necessary vehicle repairs.
5. Maintain records, tools, equipment, and work areas in clean, orderly, and safe manner; perform duties consistent with Company safety rules, regulations, and practices; and report unsafe conditions, equipment, and practices.
6. Report customer requests and inquiries to supervision; promote positive image of Company to public, through courteous and appropriate behavior.
7. Check to see if meter constant is recorded.