ELECTRIC METER READER

GENERAL STATEMENT OF DUTIES: Reads and records readings from electric meters and collects delinquent bills; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties include the reading of electric meters, recording such readings and collecting delinquent bills. The work is performed under general supervision in accordance with a prescribed routine and standard practices.

EXAMPLES OF WORK: (Illustrative only)
-Reads and records readings of electric meters;
-Collects delinquent electric bills;
-Computes customer consumption of electric power in a given period;
-Turns electrical service on and off;
-Reports customer complaints and cases of inability to pay bills;
-Resets demand dials on electric meters and reseals meters.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of electrical appliances, electrical power meters and units of power measurement; ability to make simple settings of meters; ability to read simple meters and measuring devices; ability to follow oral and written directions; ability to make simple arithmetic calculations; courtesy and tact; mechanical aptitude; dependability; good eyesight; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and one year of experience in a position involving public contact such as bill collector, salesman or meter reader; or any equivalent combination of training and experience.