

Department: LP Electric  
Classification: Non-Competitive  
Grade: \_\_\_\_\_

SPEC DISK G3  
DOCUMENT 39

### ELECTRIC METER READER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for reading electric meters, recording meter readings and collecting delinquent electric bills. These duties include the reading of electric meters and recording on meter readings. The work is performed under general supervision in accordance with a prescribed routine and existing standard practices. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reads and records readings of electric meters at the load source;  
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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of electrical appliances, electric 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience in a position involving public contact such as bill collector; salesman or meter reader and completion of a standard high school course; or an equivalent combination of training and experience sufficient to indicate ability to do the work.