



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Meter Service Technician  
**DEPARTMENT.....:** Finance  
**DIVISION.....:** Customer Service  
**CLASSIFICATION/GRADE.....:** Meter Service Technician /106  
**REVISED.....:** 02/2019  
**REPORTS TO.....:** Customer Service Supervisor  
**REVIEWED.....:** 02/2019  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

The primary function of the Meter Service Technician is to maintain revenue-metering installations at the high level of accuracy specified by company policy and regulatory requirements. This involves the installation and disconnection of Utility Electric and Gas Meters.

### **BASIC FUNCTIONS:**

1. Completes all residential and small commercial electric meter installations and disconnects per application, as well, as interruptions/disconnects for non-paid/delinquent utility billing accounts.
2. Investigation of customer Utility Billing “High Bill Complaints” as directed by Management.
3. Be aware of the various techniques of utility meter service theft/tampering and constantly on the lookout for such violations.
4. Report any/all unsafe conditions or defective equipment to immediate supervisor.
5. Exercise general safety, courtesy, and professionalism in performance of work with the public and fellow employees.
6. Serve in the relief capacity of meter reader as needed.
7. Legibly write and record accurate readings as conveyed by radio communication.
8. Must be available 24 hours daily, as needed, for other than regular after hour calls.
9. Regularly works in outside weather conditions.

### **OTHER REQUIREMENTS:**

1. Must possess a valid Louisiana driver's license.
2. Minimal fear of dogs.
3. Have a mechanical aptitude.

### **EDUCATION/EXPERIENCE:**

1. High School Diploma/GED, or equivalent experience/education in the basic elements of electrical circuits or documented evidence of electrical experience desired.