



CITY OF HOT SPRINGS, ARKANSAS

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.

AMI Technician

Department	Utility Billing Services/Meter Maintenance
Pay Grade	7
FLSA Status	Non-Exempt
Safety Sensitive	Yes

JOB SUMMARY

Performs responsible public contact work handling utility customer service activities along with skilled work relative to meter reading and maintenance.

ESSENTIAL JOB FUNCTIONS

- Meets the public and explains problems, procedures, etc.
- Assists in troubleshooting and repairing meters, boxes, and lids.
- Assists in working specific problems such as high bills, changes meters and valves, flags problems, and leaks.
- Installs hydrant meters for contractors and businesses.
- Notifies supervisor of problems that require special attention (e.g., meter tampering, theft of services, etc.).
- Works non-pays and reconnections, and zero consumptions.
- Perform maintenance on water meters, meter boxes, radio devices and stop valves.
- Fills out and files work orders.
- Reviews reports.
- Performs any other related duties as required or assigned.

Supervision Received:

Works under general supervision of an administrative superior.

Supervision Exercised:

None.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and two (2) years in the operation, maintenance, and reading of meters; or any equivalent combination of education and experience.

Licenses or Certifications:

Must possess a valid driver's license and a clean driving record.

Knowledge, Skills and Abilities:

- Considerable knowledge of meter maintenance.
- Considerable knowledge of street names and locations, both in the city and county.
- Considerable knowledge of the occupational hazards and safety precautions of working in public areas.
- Skill in the use and care of hand tools and light equipment.
- Ability to use hand-held reading devices.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to maintain accurate meter records.

PHYSICAL/MENTAL DEMANDS

Frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs, or balances; specific vision requirements include close, color, distance, peripheral, and the ability to adjust focus; frequently required to lift up to 50 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud; exposed to outdoor weather conditions and fumes or airborne particles; works near moving mechanical parts, works near roadway.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

Employee Signature

Date

The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.

The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.