

NOTICE OF JOB OPENING

September 15, 2021

JOB CLASSIFICATION: Service/Meter Reader

The Benton Utilities Billing Department is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

Range: \$31,428.80 to \$52,915.20 plus benefits (Starting hourly rate: \$15.11)

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application and complete job description are available from the Human Resources Department, Benton Utilities Complex, 1827 Dale Ave, Benton, AR or a printable application and complete job description are available on line at <https://www.bentonutilities.com/personnel>

Applications will be accepted until 4:00 p.m. Wednesday, September 22, 2021 or until filled.

**BENTON UTILITIES - BENTON, ARKANSAS
JOB DESCRIPTION**

JOB TITLE: Service/Meter Reader	DATE: 09/21
DEPARTMENT: Billing Services	GRADE: 8
DIVISION: Public Utilities	FLSA STATUS: Non-exempt
REPORTS TO: Customer Services Supervisor	EEO CATEGORY: Skilled Craft

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: This position is responsible for the connecting and disconnecting of water and electrical service within the City of Benton.

ESSENTIAL JOB FUNCTIONS:

1. Gets Readings for electric and water meters.
2. Works service orders generated by clerks to initiate or stop water and/or electrical service.
3. Works service tickets for meters requiring a re-read.
4. Works disconnect tickets for non-pay by either collecting from the customer or withdrawing service.
5. Operates a light duty vehicle in a safe and courteous manner.
6. Maintains utilization records on assigned vehicle and arranges for necessary maintenance and repair.
7. Reports and documents suspected theft of service.
8. Provides on-call service for after-hours reconnects.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Reports problems with existing meter loops or breaker boxes to Electrical Inspector.
2. Loads meter reader boxes.
3. Works with Code Enforcement or Police in disconnecting service in code violations, drug busts, etc.
4. Updates location notes for individual accounts in customer database.

SUPERVISORY RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Basic electrical knowledge of meter and breaker boxes.

Basic knowledge of computer fundamentals and business software.

Skill in effective communication, both orally and written.

Ability to pull and install meters and breaker boxes safely.

Ability to observe and adjust for environmental safety hazards, such as dogs, insects, extreme heat or cold, poison ivy, etc.

EDUCATION AND EXPERIENCE:

High School Diploma or GED equivalent.

Two years of related work experience.

ADDITIONAL CERTIFICATIONS:

Must possess and maintain a valid Arkansas Driver's License.

RESPONSIBILITY FOR FUNDS, PROPERTY & EQUIPMENT: \$5,000-\$150,000

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
<input type="checkbox"/>		
Lifting (lbs.)	30	
Carrying (lbs.)	30	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder)	X	
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distant Visions (Clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common for this job.

	Yes	No
<input type="checkbox"/>		
Outdoor weather conditions	X	
Wet, Humid conditions (non-weather)	X	
Work near moving mechanical parts	X	
Work in high, precarious places	X	
Fumes or dust		X
Toxic or caustic chemicals		X
Extreme Heat (non-weather over 90° F)		X
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		X
Loud noise (e.g., jackhammer, heavy motorized equipment)		X