

Meter Reader/Utility Person



Wage or Salary:

Hourly Wage starting at \$34.45 per Union Scale for meter reading duties, and \$35.77 for utility person duties. Competitive Pay and Benefits.

About the Meter Reader/Utility Person Position:

Mason County PUD No. 1 is seeking an experienced and skilled Meter Reader/Utility Person with excellent attention to detail and interpersonal skills to join our team. The meter reading duties are primary, typically taking the first half of each month to complete, with the utility person duties supporting the electric department the second half of each month. Work schedule is 4/10s, Monday through Thursday, 6:00 a.m. to 4:30 p.m. Overtime is required, when necessary.

Successful applicants will have a high school diploma or equivalent, a valid driver's license and safe driving record, a CDL Class A endorsement or be able to obtain one within the first year of employment, a flagging certification card and a first aid card are required and training can be provided upon hire.

The Meter Reader is responsible for reading electric and water meters, disconnecting and reconnecting electric and water meters, scheduling and coordinating and loading/downloading all meter reading routes in handheld electronic meter reading system, reporting and/or replacing damaged electric and water meters, reporting meters found that are not in the computer system or discrepancies in the status of accounts, reporting high consumption, unauthorized, and cut seals, working with Customer Service and Billing personnel to resolve account problems, answer customers questions and refer customer questions and/or complaints to the appropriate person or department.

The Utility Person position supports the electric department with warehouse operations, general maintenance, and crew operations such as ground-brushing, line maintenance, and flagging. All duties require driving and performing physical labor in all types of weather conditions. Applicants should review the physical requirements of the position prior to applying.

How to Apply:

For a complete job description and application visit www.mason-pud1.org. Applications are required for consideration and can be emailed to karnold@mason-pud1.org, or received at the PUD office, no later than 4:30 p.m. on Friday, October 3rd. Late applications will not be considered, regardless of postmark.

Internal posting with IBEW Local No. 77 is concurrent with the external posting; therefore, if a qualified candidate within the bargaining unit applies, they may be awarded the position. Mason PUD 1 is an equal opportunity employer and provider.



Utility Person

Department: Operations

FLSA Status: Non-Exempt

Union/Non-Union: Union

Travel: Occasional for training

Reports to: Director of Operations

Revised date: March 6, 2019

About Utility Person Duties

To perform miscellaneous supporting activities assisting with warehouse operations, general maintenance, and crew operations to facilitate accomplishment of the District's mission and goals.

Supervisory Relationship:

This is not a supervisory role.

Essential Duties and Responsibilities include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- **Safety First:** Participate as a member of the district's safety culture, including relevant safety meeting attendance and trainings, and actively working in a safe manner, including wearing PPE.
- Exhibit the District's Core Values when conducting PUD business: Safety, Respect, Teamwork, Communication, Trust & Local Control
- Assist line crew, warehouse personnel, maintenance personnel, substation and meter personnel, and water crew when assigned
- Perform ground-brushing operations
- Perform functions associated with delivering equipment and materials
- Operate equipment such as line truck, aerial lift trucks, and pulling equipment
- Perform maintenance functions on district facilities as directed
- Properly use, care for, and secure tools, vehicles, equipment, and materials utilized in job functions
- Assist any tasks for the installation, operation and maintenance of the District's water systems
- Make connects and disconnects and meter change outs on electrical and water meters
- Make disconnect for non-pay
- Meet and work with the public effectively and courteously

ADDITIONAL JOB FUNCTIONS:

- Complete and turn in paperwork associated with job functions daily
 - Report observed damage to District facilities to supervisor
 - Other duties as assigned
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Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Must have a high school diploma or equivalent
- Experience in the operation of the District (or similar) vehicles and equipment preferred
- Must be familiar with safety procedures regarding traffic control

Certificates, Licenses or Registrations:

- Must have, or obtain within six months of employment, valid Washington State approved Industrial First Aid card and Washington State approved flagging and traffic control certification.
- Must have a valid Washington State driver's license with Commercial Class A and air brake endorsements and a safe driving record within 12 months of employment. Employees moving from out of state must obtain a Washington State license in accordance with Washington State Law.

Skills & Knowledge:

- Must gain a working knowledge of the areas served by the District's electric system and water facilities
- Must gain a working knowledge of electrical and water work practices, tools, materials, and terminology and properly stock vehicles
- Must have the ability to work from maps, blueprints, specifications, and sketches, comprehend, and carry out work instructions
- Must have the ability to communicate clear and concise verbal instructions and information to employees, supervisor, customers, and others
- Must have a demonstrated ability to operate construction and maintenance vehicles and equipment
- Must develop a working knowledge of safe work practices, accident prevention procedures, tools and equipment as related to job functions
- Must have the ability to work without close supervision and make decisions compatible with prior instructions
- Must have math, reading and writing skills as related to job functions
- Must be able to interact appropriately and professionally and get along with coworkers, customers, commissioners and management team members.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions
- Must work emergency and prearranged overtime
- Must wear and utilize personal protective equipment as required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to lift and carry up to 75 pounds. Materials, equipment, etc. will be lifted to and from trucks, equipment, warehouse shelves, and the ground. This job requires the ability to climb ladders and structures, to climb on, off and around trucks and other equipment; and work in elevated positions up to 25 ft; the ability to operate tools, equipment, vehicles, and machinery; the ability to observe system condition from a long distance; work in limited light; and differentiate among colors; the ability to answer questions and communicate with coworker, customers, and others in person and on telephones and mobile radios; ability to see, hear, and smell in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position; physical strength and agility necessary to perform heavy manual labor. Work activities involve combinations of walking, kneeling, climbing, pushing, pulling, bending, lifting and carrying, crawling and standing for extended periods.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work will be performed in both indoor and outdoor environments, subject to adverse weather conditions and noise. Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven. Job functions on and around mechanized equipment will present the need for alertness and safety awareness; will require work on ladders, structures, and equipment; require working with persons who exhibit many types of personalities and behaviors. May encounter the need to work with hazardous materials; will require working in the proximity of energized high voltage lines, cables and pressurized water line, and equipment. The job requires driving and operating vehicles such as an automobile, pickup truck, van, line truck with hydraulic boom, and forklift; use of tools such as chain saw, electric tools, water tools, ax, hammer, pumps, etc. Future work practices may necessitate the use of different equipment, vehicles, and tools.

Nothing in this job description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. Mason County PUD No. 1 believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

This institution is an equal opportunity employer and provider.



Meter Reader

Department: Operations

FLSA Status: Non-Exempt

Union/Non-Union: Union

Travel: Occasional for training

Reports to: Director of Operations

Revised Date: 2/28/19

About Meter Reader Duties

The Meter Reader is responsible for reading electric and water meters, disconnecting and reconnecting electric and water meters, scheduling and coordinating loading and downloading of all reading routes in handheld electronic meter reading system, reporting and/or replacing damaged electric and water meters, reporting meters found that are not in the computer system or discrepancies in the status of accounts, reporting high consumption, unauthorized, and cut seals, working with Customer Service and Billing personnel to resolve account problems, answer customers questions and refer customer questions and/or complaints to the appropriate person or department.

Supervisory Relationship:

This is not a supervisory role.

Essential Duties and Responsibilities include the following: (Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.)

- **Safety First:** Participate as a member of the District's safety culture, including relevant safety meeting attendance and trainings, and actively working in a safe manner, including wearing PPE.
 - Exhibit the District's Core Values when conducting PUD business: Safety, Respect, Teamwork, Communication, Trust & Local Control
 - Read electric and water meters and disconnect and reconnect electric and water meters.
 - Schedule and coordinate loading and downloading of all reading routes in handheld electronic meter reading system
 - Report and/or replace damaged electric and water meters
 - Report meters found that are not in computer system or discrepancies in status of accounts
 - Report high consumption, unauthorized, and cut seals
 - Work with Customer Service and Billing personnel to resolve account problems
 - Answer customer questions and refer customer questions and/or complaints to appropriate person or department
 - Responsible for fueling and checking assigned vehicle and reporting needed maintenance to the Director of Operations
 - Train new Meter Readers
 - Report any damage observed to District lines, poles, transformers, etc.
 - Report any potential water leaks
 - Brush to clear access to electric meters
 - Other duties as assigned
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Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Must have a high school diploma or equivalent

Certificates, Licenses, or Registrations:

- Must possess and maintain a valid driver's license and safe driving record
- Must possess or be able to obtain a CDL Class A endorsement within one year of employment
- Must possess and maintain a flag person card
- Must possess and maintain a first aid card

Skills & Knowledge:

- Must become thoroughly familiar with reading areas of the county
- Must have knowledge of the District's collection policy and procedures and customer service policy
- Must be able to operate handheld electronic meter reading device
- Must demonstrate the ability to create and maintain a positive company image by interacting with others in a polite, professional, and proactive manner
- Must be able to make sound decisions regarding the application of policies and guidelines as well as developing solutions for dealing with problem situations
- Must have a thorough knowledge of and comply with applicable safety rules and regulations
- Must demonstrate due care and caution when entering upon customer property
- The job requires use of two-way radio, handheld electronic meter reading devices, and occasional use of computer workstation
- The job requires driving a District vehicle such as a pickup truck

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to lift heavy objects (up to 50 lbs.), carry heavy objects (up to 50 lbs.), repeat lifting and carrying functions over an extended period of time, walk over uneven terrain, climb hillsides, over debris and other obstacles. Sufficient vision to read instruction, structure numbers, etc.; as well as to drive in daylight and at night, in inclement weather, and to avoid hazards on job sites. Hearing to avoid unseen hazards on job sites and localize warning cries, to receive verbal instructions, to receive radio instructions to hear under adverse conditions. Working with all types of customer behavior, as well as working with and around livestock and/or pets and their behaviors.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work will normally be outdoors in both daylight and nighttime hours, in all weather conditions including storms. Work may be performed in the areas of electromagnetic fields. Work may be done in areas covered by brush and trees in trenches and where footing is poor and the ground uneven. Work on and mechanize equipment will present the need for safety awareness. May encounter the need to work with hazardous materials.

Nothing in this job description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. Mason County PUD No. 1 believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

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