



## UNION JOB DESCRIPTION

**TITLE:** Meter Expediter

### DEFINITION:

Under the direction of the Metering Superintendent or designee, ensures adequate levels of supplies of metering equipment and material. Coordinates the flow of information involving the Meter Shop, other District departments, suppliers and customers.

### DISTINGUISHING CHARACTERISTICS:

None

### BASIC RESPONSIBILITIES:

1. Arranges for the shipment of meters and related equipment to local area offices.
2. Coordinate information and inquiries from other District departments and customers to appropriate Meter Shop personnel.
3. Works with manufacturers, distributors, and other District departments regarding the shipping and receiving of meters and related equipment.
4. Maintains accurate records.
5. Maintains adequate supply of meters, material, and related equipment in the Meter Shop.
6. Ensures a safe and neat working area.
7. Issue metering equipment to District personnel and contractors.
8. Oversees the work of Apprentice Metermen and Meterman Helper when appropriate.
9. Assists customers by answering metering and electrical questions and concerns.

### OTHER RESPONSIBILITIES:

1. Performs the duties of a Meterman Helper.
2. Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS:

These qualifications are those usually exhibited by a person with:

Knowledge of:

- Computer applications and software (such as electronic mail/calendaring, word processing, and spreadsheets in a Windows environment) at an entry to intermediate level.
- First Aid and CPR methods.
- Basic recordkeeping.
- Supervisory techniques.
- Basic electrical theory.
- Basic electrical metering.
- Mathematics to make basic calculations.

## MINIMUM QUALIFICATIONS: (continued)

### Ability to:

- Analyze and resolve problems.
- Communicate and work effectively with all levels of the organization, other utilities, vendors and customers.
- Coordinate and direct work of others.
- Physically perform duties of the job.
- Lift, carry and move various Meter Department items safely weighing up to 50 pounds.
- Use office automation (word processing, spreadsheet, e-mail, etc.) to produce documents, reports, spreadsheets, etc.
- Type 25 wpm.
- Apply First Aid and CPR methods as needed.
- Learn and apply the District's Safety Rules, policies, procedures and directives.
- Learn and apply Collective Bargaining Agreement.
- Learn to use various forms, reports, time slips and how to complete them.
- Learn and apply Meter Department supply needs.
- Learn and use District computer systems/software systems including, but not limited to PassPort, CIS, etc.
- Perform mathematical computations, tabulate statistics balance and audit numbers.
- Maintain file systems; file alphabetically and numerically.
- Coordinate a variety of assignments/tasks simultaneously.
- Operate related office equipment.

### Education/Experience:

- High School diploma or equivalent.

### License or Certification:

- Possess a current valid Washington State Driver's License.
- Successful completion of Basic Electricity course (New hires within 6 months from date of hire, as available).
- Obtain a valid CPR certificate within 3 months from job start date.
- Obtain a valid First Aid certificate within 3 months from job start date.
- Successful completion of typing test at 25 words per minute.
- Successful completion of a lifting and carrying exercise.
- Successful completion of a basic math test.

## WORKING CONDITIONS:

- Work is generally performed in the Meter Shop and in the field and in all types of weather conditions.
- Must be able to lift and carry up to 50 lbs.