



## UNION JOB DESCRIPTION

**TITLE:** Beginning Meterman Helper/  
Meterman Helper

### DEFINITION:

Under the direction of the Metering Superintendent or designee, assists Meter Department personnel in performing various job duties.

### DISTINGUISHING CHARACTERISTICS:

This position is a step progression position with time requirements and additional responsibility assigned as experienced is gained. Progression to the "next six months" step and then to the "thereafter" step does not require a bid, but it is contingent upon meeting time requirements and a satisfactory job performance evaluation.

### BASIC RESPONSIBILITIES:

1. Takes telephone calls and requests.
2. Takes inventory of meters, metering transformers, and related equipment.
3. Keeps records of meter and metering transformer retirements.
4. Cleans rubber goods, meter glass, etc.
5. Performs various shop work.
6. Ensures a safe and neat working area.
7. Assists Meter Department personnel in the shop and in the field.
8. Maintains accurate records.

### OTHER RESPONSIBILITIES:

1. Upgrades to Meter Expeditor as required.
2. Perform other related duties as assigned.

### MINIMUM QUALIFICATIONS:

These qualifications are those usually exhibited by a person with;

Knowledge of:

- Basic computer skills.
- District safety rules.
- First Aid and CPR methods.
- Basic recordkeeping.

Ability to:

- Use tools and equipment of the trade.
- Communicate and work effectively with all levels of the organization, other utilities and customers.
- Learn and apply applicable sections in Accident Prevention manual.

MINIMUM QUALIFICATIONS: (continued)

Ability to: (continued)

- 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 use District computer systems/software systems.
- Maintain file systems; file alphabetically and numerically.
- Use Excel at a basic level.
- Physically perform duties of the job.
- Learn and use First Aid and CPR methods as needed.
- Type 25 wpm.
- Lift, carry and move various Meter Department items safely weighing up to 50 pounds.

Education/Experience:

- High School diploma or equivalent.

License or Certification:

- Possess a current valid Washington State Driver's License.
- 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 basic Word test
- Successful completion of basic Excel test
- Successful completion of typing test at 25 words per minute.
- Successful completion of a lifting and carrying exercise.
- Obtain a valid Forklift Safety Card within 3 months from job start date.

WORKING CONDITIONS:

- Work is generally performed in the Meter Shop and in the field and in all types of weather conditions.
- Lift and carry up to 50 lbs.
- Requires climbing ladders.