

JOB DESCRIPTION

JOB TITLE: Metrologist

JOB STATUS: Exempt Position

GENERAL DESCRIPTION OF WORK PERFORMED:

Prepare, review, and process all metering activities; read meters; analyze flow; operate meter equipment; maintain and develop flow calculations. Monitor and maintain all water and wastewater flow data. Prepare and perform various reports for internal and external customers. Identify and resolve customer billing and balancing flow data. Communication with internal and external customers. Assist Coordinator and Supervision in all areas as needed as related to customer's flow reporting. Work closely with Authority Engineers and management to maintain and distribute flow data. Maintain radio register meters, computers and all related SCADA metering equipment. Prepare and process all files for readings. Operate and retrieve SCADA flow report data. Duties include record keeping, routine clerical duties, accounting applications processing, invoicing, and other customer account and flow data maintenance. **MUST BE ABLE TO WORK TO NUMERIC CALANDAR SCHEDULE** (i/e: If the first day of the month is a meter read day, and it is Saturday, that is the regular work day and weekend will shift.) Responsibilities may change as needs evolve.

DESIRABLE EDUCATION AND EXPERIENCE:

An Associate's college degree in business, or related field is preferred. Working knowledge of Excel (spreadsheets), Word is required. Minimum two years experience in customer service is desired. Water and Sewer, or other utility customer service experience is a plus. Knowledge of business office procedures.

SPECIFIC JOB REQUIREMENTS MAY INCLUDE but are not limited to:

1. Minimum two (2) years experience in customer service is desired.
2. Extensive computer and software experience required.
3. Field experience in meter equipment or hands on labor is desired.
4. Ability to work with public on a daily basis.
5. Must be able to lift and carry light loads.
6. Must be able to sit for extended periods of time.
7. Must be able to work near offensive odors.
8. Must be able to pass physical requirements to be deemed fit for duty for this job.
9. Must be insurable on Authority's auto insurance policy (active driver license).
10. Must maintain a residence which allows a reasonable response time.
11. Must not be bared in any way from handling public funds.
12. Must be able to work in inclement weather.

REPORTS TO: Accounting Principal