



# JOB ANNOUNCEMENT

## METER ASSET MANAGER

<b>DEPARTMENT:</b> Public Utilities	<b>POSTING DATE:</b> February 16, 2012
<b>PAY GRADE:</b> 1023 Exempt	<b>JOB CODE:</b> 8667-575
<b>PAY RANGE:</b> Hourly: \$18.34 - \$27.51	<b>WORK STATUS:</b> Full Time
Annual: \$38,147 - \$57,221	<b>APPLY BY:</b> Open Until Filled

### JOB SUMMARY:

To perform supervisory manual work functions associated with the installation, reading, maintenance and the overall development and operation of the City of Gainesville meters and service connections infrastructure. Other purposes of the job work functions will be to respond to customer complaints, maintain equipment, maintain forms and reports, create and maintain procedures and policies related to work functions, coordinate staff to ensure reading periods are within approved management timeframes, and maintain up-to-date knowledge, education, and training of Manual, Automated Reading Technologies and other reading technologies throughout our system.

### MAJOR JOB RESPONSIBILITIES:

- Directs a staff of employees to ensure the operations of Meter Services which includes but are not limited to Meter Field Services staff managed effectively and in accordance with applicable city ordinances; determines appropriate work loads for subordinate employees; determines appropriate situations for use of on-call subordinate employees; coordinates & conducts staff meetings with Utility Asset/Procurement Manager.
- Responsible for the supervision and management of the department procuring readings (residential and commercial), providing those readings electronically to Customer Billing personnel for billing purposes and addressing any field concerns which pertain to various task such as re-reading meter, performing minor meter field repairs, reporting damaged services and meters to appropriate staff for repairs, testing of meters both residential and commercial on a scheduled basis or on demand, and performing cut-off and cut-on for non-payment, locking of meters, and replacement of broken and/or damaged lids.
- Supervise staff daily activities and procedures to accomplish tasks to complete divisions routine duties and responsibilities and projected goals, perform annual employee reviews, interviews and makes hiring recommendations, administer appropriate disciplinary action as necessary and in consultation with the Utility Asset Procurement Manager, develops cross training program for staff to assure proper backup is available, maintains division's training manual.
- Respond to customer complaints during normal business hours and as necessary respond to emergency service calls. In addition Manager will respond to routine request from City Officials, other City employees, and public individuals.
- Oversee the regularly schedule utility vehicle maintenance, meter reading equipment and appurtenances, prepare, review, and maintain various forms, procedures, and meter reading and/or service reports, participate in annual review of water/sewer rate structure planning, maintain an up-to-date awareness of Automated Meter Reading industry standards and improvements, coordinate metering services maintenance with Public Utilities Distribution and Collections Maintenance Department and work closely with other Public Utilities staff members in Engineering and Construction Services.
- Incumbent will be required to keep up with developing technologies, recommend changes to management, and implement new technologies.

### MINIMUM QUALIFICATIONS REQUIRED:

#### Education and Experience:

- High school diploma or G.E.D.

Education and Experience: (Continued)

- Bachelors Degree in management or related field from an accredited college or university.
- Four years of experience involving meter management, water meter installation & repair.
- Supervisory experience required.
- Any equivalent combination of education, training and experience which provides the minimum level of qualifications stated above.

Licenses and Certifications:

- Valid Class C Driver's License and satisfactory motor vehicle record (MVR).

Knowledge, Skills, and Abilities:

- Knowledge of the various parts & fittings that make up the basic meter and service assembly.
- Knowledge of inventory control procedures.
- Knowledge of math and general office procedures.
- Ability to read maps, blueprints and subdivision plats.
- Ability to understand the process of meter & service installation.
- Ability to understand and carry out oral and written instructions; and ability to write detailed procedures.
- Ability to plan and direct the work of subordinate employees.
- Ability to manage construction contracts.
- Ability to handle multiple priorities effectively and efficiently.
- Ability to communicate with staff to influence, motivate, and control persons or groups. Must be skillful in approaching the individual or group to obtain the desired effect to gain compliance with established policies and regulations or to gain information or establish rapport.
- Skill in the use of a personal computer and various software programs.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

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*Due to Georgia State Law, all applications are subject to public disclosure.*

*Only candidates to be interviewed will be contacted.*

*As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.*



*The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.*

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