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Great Falls, MT 59401
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Job Description

POSITION	Meter Reader	FLSA Status: Non-Exempt
DEPARTMENT	Customer Service	Full Time Position
REPORTS TO	Customer Service Supervisor	June 2020

Overview:

This is an entry level position. The position also involves meter reading functions. The meter reader locates, interprets, and records meter readings on an assigned route that serves all customers; residential, commercial, and industrial. Meter conditions that warrant company follow-up action are reported. A company vehicle is provided for travel to and from work sites or a personal vehicle may be used with compensation provided.

This individual works both inside and outside and will occasionally enter basements and other confined spaces to obtain meter reads. Employee will work alone and in all weather conditions.

Essential Duties:

- Operate within billing and meter reading software to transfer reads to and from handheld meter reading devices as well as process daily customer billing as needed.
- This individual assesses information to ascertain or input meter reads and meter numbers. A reasonable effort must be made to gain access to meters so that they can be safely and accurately read.
- Visually checks meter set assemblies for unusual, hazardous, or otherwise unsafe conditions such as corrosion or leaks, and completes reports of such conditions to maintain customer safety, satisfaction, and good record keeping. Perform minor maintenance of customer MSA's to include painting and maintaining accessibility.

Qualifications:

- Previous experience involving extensive walking and customer service is helpful.
- The Meter Reader must have a valid Montana driver's license and a reasonably clean driving record. 20/20 vision (corrected) in both eyes is necessary. Employment is contingent upon passing a physical examination and drug test, while periodic, random drug testing is required throughout employment with Energy West.

Physical Demands:



Frequent walking, bending, and stooping are necessary to gain access to meters. There is potential exposure to dog bites in accessing meters on private property.

Safety Sensitive Job:

This is considered a safety-sensitive job and as such is subject to random drug testing as required by the U.S. Department of Transportation (D.O.T.).

This job description is not a contract nor implied to be all-inclusive. As a result duties may change from time to time. This description should be reviewed at least annually to ensure most duties are appropriately stated. The employee's signature acknowledges receipt of this description.