

## METER TESTER HELPER

Code No: 6-13-004  
Non-Competitive

DISTINGUISHING FEATURES OF THE CLASS: Employees of this class read electric meters in commercial and household installations for municipally operated utility. This is routine work involved in reading meters and recording the quantity of electricity consumed by customers of the Fairport Municipal Commission. The work is carried out under the supervision of the Meter Foreman or other higher ranking employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Reads domestic, commercial, and industrial electric meters;

Reports instances of tampering or of defective, or damaged meters;

Disconnects or turns on service as ordered;

Collects delinquent bills;

Keeps record of receipts and accounts for collections to cashier;

Helps test residential electric meters;

Performs part-time clerical duties for the billing office;

Performs messenger duties as requested.

FULL PERFORMANCE, KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of electrical installations in the utility grid; knowledge of the location, operation and character of meter installations, ability to read meters; ability to collect past-due accounts; ability to keep simple records and to calculate utility consumption; ability to meet the general public; resourcefulness; accuracy; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid New York State Class \*d\* Operator's license at the time of appointment.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 11, 1994