

**MARSHALL MUNICIPAL UTILITIES**  
UNDERGROUND FACILITIES DEPARTMENT  
JOB DESCRIPTION

Revised 06/22

TITLE: General Maintenance/Meter Reader

PAY RANGE: 5

JOB LOCATION: 1455 W. Arrow, Marshall, MO

**NORMAL WORK SCHEDULE:** 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty as may be scheduled during emergencies, storms, outages or periods of equipment failure, and as necessary to accomplish priority work.

**BASIC DESCRIPTION OF WORK:** Performs all duties necessary to maintain the general system, plant buildings, equipment, tools, and related appurtenances. Walks and drives residential, commercial and industrial meter routes on a monthly rotation, and records water and electric meter readings in hand-held computer devices.

This job requires the following education and/or experience:

High School graduate or equivalent

This job requires the following,

(1) at the time of hire:

- a. Telephone (landline at residence or cellular)
- b. Valid Missouri Class F Driver's License

(2) obtained on the job:

- a. Valid Missouri Commercial Learner's Permit (CLP) shall be obtained within 90 days of hire
- b. Valid Missouri Class A Commercial Driver's License shall be obtained within 12 months of hire
- b. A thorough knowledge of street locations in Marshall and surrounding areas

**PRIMARY DUTIES OF JOB:** Under minimum supervision, performs maintenance projects for all departments including, but not limited to, carpentry, structure maintenance, mowing, snow removal, loading and hauling various materials and tree trimming. Regularly assumes meter reading and serviceperson duties. Paints, scrapes, operates, flushes and gathers flow and pressure readings from fire hydrants. Paints and caulks/seals interior and exterior of MMU structures. On a monthly rotation, picks up meter route assignments at the business office, follows routes going into buildings, yards, alleys, substations and streets reading water and some electric meters in an accurate and expeditious manner, while accessing individual properties in a manner assuring safety to the customer and oneself. Remains observant to usage inconsistencies, dangerous or tampered situations or potential problems and relays such.

**SECONDARY DUTIES OF JOB:** Operates (open/close) valves, repairs and adjusts valve boxes to grade as required. Installs, removes, repairs, relocates and adjusts to grade service lines, boxes and lids. Obtains pressure, flow and meter reading information from service locations. Finishes concrete. Assists water distribution and wastewater collection maintenance crews as required. May be assigned work in conjunction with other departments. Assists technical personnel as required. . During meter reading assignments, will be required to pick up handwritten requests for rereads, obtain new readings and hand write on reread sheets. Performs water meter maintenance as required. May assume other duties as assigned.

To do this job, one must be able to:

Read, write and understand material written in English  
Apply basic math skills such as averages, greater than, less than  
Communicate effectively, in English, verbally in person and  
by telephone/radio, and through written material  
Accurately read dial, digital and odometer style  
water and electric meters in a timely manner  
Input readings into electronic device  
Write numerals legibly  
Physically access meter devices for reading purposes  
Install accurately various metering devices and other  
electrical equipment and troubleshoot same  
Operate a vehicle with frequent in and out  
Operate equipment effectively such as dump truck, skid-steer loader,  
fork lift, hoist truck, backhoe, mower, jack  
hammer, compressor, etc.  
Operate various power and hand tools such as pipe wrench,  
hammer, screwdriver, chain saw  
Operate a vehicle with frequent in and out  
Dig ditches by hand, with shovels and spades  
Troubleshoot problems involving metering,  
and other related appurtenances  
Visually obtain accurate data from various written material  
Read and understand maps  
Complete necessary reports  
Draw one-line drawings on location showing measurements,  
repairs, location of materials, etc.  
Perform duties in areas where animals may be present  
Keep calm and think clearly in dealing with an upset  
customer or in an emergency situation  
Work safely alone and with others in a compatible manner

**PHYSICAL DEMANDS:**

- 1) Lift moderate to heavy weights (30-100 lbs.)
- 2) Climb in and out of deep ditches, pits, vaults, etc.
- 3) Walk, climb and descend ladders and stairs
- 4) Walk several miles daily with frequent kneeling to read meters
- 5) Dig ditches by hand with shovels and spades
- 6) Work in confined spaces and heights
- 7) Squat, kneel, bend and reach overhead

**ENVIRONMENTAL CONDITIONS:** Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

**SUPERVISION RECEIVED:** Works under the general supervision of the Underground Facilities Director and the direct supervision of the Foreman or others as assigned.

**SUPERVISION GIVEN:** None normally but may assist in the training of personnel as assigned by the Underground Facilities Director.