

# South Jordan City

## Job Description

**Title:** Utility Metering Lead  
**Org:** 100120  
**Pay Grade:** 14

**Effective Date:** 7/1/2021  
**FLSA:** Non-Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Under general supervision, plan, assign, supervise, review and participate in a variety of skilled duties related to utility meter reading and meter reading hardware/software operation.

### SUPERVISION RECEIVED

Billing Manager

### SUPERVISION EXERCISED

Utility Metering Technician

### ESSENTIAL FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Receive assignments from the Billing Manager, organize crew for various assignments and delegate work assignments to perform timely completion of assigned projects.

Train, mentor, supervise and assist utility water technician in performing job duties.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Make field decisions needed to remedy problems and emergencies.

Read meters throughout South Jordan City, either manually, by remote read, or fixed meter reading network

Manage all aspects of the fixed network meter reading system, including; maintain fixed network data collectors, ensure wireless communication operability, implement and analyze water loss detection programming within fixed network software.

Collaborate with department to leverage fixed network data for water conservation programs. Analyze daily reports for network optimization, implement new meter reading processes for efficiency improvements, and work with utility billing personnel to streamline billing functions.

Complete work orders for final reads, re-reads, and other analytic related problems. Test registers and transponders. This requires equipment to be removed, tested, and replaced if necessary.

Instruct water division staff on meter reading process and procedures.

Report code compliance issues when they are observed while traveling meter-reading routes throughout the City.

Conduct theft of service investigations using the fixed network system.

Perform visual and facilities maintenance as assigned.

Assist other department employees when assigned.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. Two (2) years general work experience performing above or related duties

2. Special Qualifications:

Valid Utah Class A Commercial Driver License, or obtain within six (6) months of employment.

3. Knowledge, Skills, and Abilities:

Knowledge of operating basic manual and power tools; make minor repairs on assigned vehicles, perform heavy physical labor, must be able to lift 20 pounds; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; tolerate weather extremes in the work environment; perform basic mathematical computations in reading and using various meters, gauges and related devices; and use a personal computer for daily work.

Knowledge of windows operating systems and beginning to intermediate Microsoft Excel skills. Ability to use specialized software for data download, manipulation, and report generation. Ability to analyze meter data to produce reports, interpret data, and leverage data for decision making. Ability to perform basic troubleshooting of electronic data collection equipment.

Ability to read and write data on work orders and forms.

Work effectively with the other employees, elected officials, local agencies, and the general public.

Ability to organize and manage multiple projects.

Ability to supervise and motivate employees. Skilled in problem solving.

Ability to communicate effectively with both supervisor and subordinates verbally and in writing.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing are essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Daily exposure to weather extremes and seasonal conditions. Daily local travel required in normal course of job performance.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not*

*prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class: Municipal Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Serv/Maint</b>
<b>Location: Finance</b>	<b>EEOP Class:</b>	<b>Adm Support</b>
<b>Group/BU: General Pay Plan</b>	<b>Tech-Net Match: &lt;2580,&gt;801 (Maintenance Lead)</b>	