



City of Graham

EMPLOYMENT LISTING

GENERAL INFORMATION:

Job Title: Meter Technician

Job Location: Utility Billing

Date Posted: 05/13/2024, Closes 05/29/2024

Job Type: Part Time

Compensation: \$13.00/Hour

JOB DESCRIPTION:

Primary Function: Meter Technician for our Utility Billing Division of the Finance Department

Major Responsibilities:

- Maintains meters and automated meter reading devices by replacing broken meters, repairing and/or replacing broken meter parts, installing and/or repairing automated meter reading devices, and raising and/or lowering meter boxes.
- Reports outages, leaks, hazards, and unusual or suspicious meter conditions to a supervisor; installs and disconnects meters as directed; performs minor repairs within scope of authority and training.
- Supports the relationship between the City of Graham and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff.
- Work is performed in various weather environments and will require walking and vehicle operations to perform meter technician duties.
- Performs other related duties as assigned.

JOB REQUIREMENTS:

License and Certification:

- Must possess a Valid Driver's License.

Education, training experience:

High school diploma or GED equivalent and one (1) or more years of clerical and computer experience. Ability to pay attention to detail, set priorities and manage time and work in a fast-paced environment with multiple tasks and interruptions. Ability to communicate effectively both orally and written with internal and external customers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is usually performed outdoors in all types of weather; may be required to bend, reach, stoop, and lift objects.

HOW TO APPLY:

Persons interested in this position must complete an application which can be obtained at www.cityofgrahamtexas.com or at City Hall, 612 Elm St, Graham, TX. 76450.

Applications must be completed and returned to City Hall or emailed to mbueno@grahamtexas.net by May 29, 2024.