**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: March 08, 2019**

**Vacancy No: 033-19**

**Position Title: Meter Technician**

**Division / Section: Management Services/Customer Service**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday; Winter Hours 8am-5pm; Summer Hours 7am-4pm**

**Salary Range: $14.7257 - $15.6092 Per Hour DOE**

**Closing Date: March 29, 2019**

Actively supports and upholds the City’s stated mission and values. Under direction of the Meter Technician Supervisor, employees of this class are expected to perform day-to-day activities associated with meter reading and completing service orders.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job does not have formal supervisory responsibilities.
* Budgetary: This job does not have budgetary responsibilities, but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities, but carries out day-to-day activities in order to reach the stated goals and objectives.
* Policies/Procedures: This job carries out day-to-day activities in accordance with established policies and procedures.
* Compliance: This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job does not have duties related to reporting to Federal/State/Local agencies.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Reads water meters (including reading meters electronically and visually and uploading information into the system.)
* Carries out work orders (including account turn-ons, account turn-offs, check reads, lock-offs, etc.)
* Performs related duties, as assigned.

**MINIMUM REQUIREMENTS**

* High school diploma or GED.
* Two years of computer experience.
* Work history performing physical outdoor duties under adverse weather conditions.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
* Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.
* The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.
* Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
* While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and explosives.
* The noise level in the work environment is usually moderate.

**CLASSIFICATION INFORMATION**

* Range 4, A-1-3, FLSA non-exempt.

**PRE-EMPLOYMENT REQUIREMENTS**

* Physical
* Tetanus shot

**TO APPLY ONLINE**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**