



CITY OF COVINGTON
HUMAN RESOURCES
317 N. JEFFERSON AVE.
P.O. BOX 778
COVINGTON, LA 70434

EUGENIE S. LEGGIO, SHRM-CP
HUMAN RESOURCES DIRECTOR

Meter Technician I

Position #: 361
Work Location: Administration – Utility Billing Department
Reports To: Utility Billing Director
Rate of Pay: \$11– 13 per hour
Full time, Non-Exempt Position

City Conformance Statement:

In the performance of the below respective tasks and duties, all employees are expected to conform to the following:

- Perform quality work within the deadlines with or without supervision
- Interact professionally with other employees, customers, and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and customers

General Job Description:

To inspect and read water meters throughout the City of Covington. To connect and disconnect water meters accordingly based on need. Installs, cleans, and repairs meters when necessary.

Essential Functions:

- Reads meters throughout the City on a daily basis. Readings are scheduled by the Customer Service Representative and consists of reading sequences.
- Services connects and disconnects on a daily basis as directed by the Utility Billing Department.
- Service “cut offs” for non-payment of utility bills on a monthly basis.
- Upon request from resident, service locations for new meters to be marked for install.
- Installs new meters and maintains existing meters to ensure working properly.

Additional Functions:

- Cleans and repairs service meters
- Marks water meters and service locations during construction
- Maintain and replace metal boxes when necessary
- Excellent customer service skills and communication skills

Qualifications:

- High school diploma or equivalent, with the ability to read, write, and speak English
- Plumbing experience is a plus
- A valid Louisiana Driver’s License
- Must be able to multitask
- Must be willing to endure outdoor weather conditions
- Knowledge of all streets and byways of the City of Covington
- Ability to work independently with little to no supervision

- Must desire the ability to obtain certifications in water
- General computer skills necessary for computer data entry
- Must possess social and verbal skills necessary for customer/public interactions

Physical Requirements (with or without accommodation)

- Ability to connect water meter to City tap and repair water leaks at the meter
- Ability to dig with a shovel or use a rake for at least one uninterrupted hour
- Ability to reach overhead, in front, and downward
- Ability to lift and carry and load onto a truck or trailer the equivalent of a full yard sized trash bag weighing up to 40 pounds
- Ability to use hand tools such as hammer, screwdrivers, pliers, wrenches, etc.
- Ability to operate power tools such as drill, saws, limb trimmers, etc.
- Ability to carry and operate gas powered lift blowers, weed trimmer, and edger
- Ability to lift, pull, and twist electric cord and hoses for distance of 100 feet
- Ability to handwrite and communicate verbally
- Ability to ascend and descend a 10 foot ladder and perform jobs while on the ladder, such as changing light bulbs, repairing or installing water and sewer lines and drain lines
- Ability to pull the sewer hose for 100 feet

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.

To apply for this position, please complete an application of employment referencing Position # 361 and email it to eleggio@covla.com.