



**CITY OF WEBSTER CITY  
JOB BAND DESCRIPTION**

**POSITION:** Meter Reader (Level I)  
Substation Maintenance/Assistant to Electrician (Level II)  
Electrician (Level III)

**JOB – BAND CLASSIFICATION:** Electric Utility Scale

**Definition:** To provide safe, reliable, and efficient electrical power to municipal customers.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

***Essential duties and responsibilities may include, but are not limited to the following:***

**Level I: Meter Reader**

- Reads electric and water meters.
- Performs routine maintenance on electric and water meters.
- Initiates orders for new service and shut-offs.
- Required to report to assigned worksite as scheduled on time.
- On call 24 hours a day, 7 consecutive days, as scheduled. Responding within 30 minutes.
- Performs other duties of a similar nature or level as assigned.
- Assist Underground/Overhead crews as needed.
- Maintain confidentiality of work-related issues and City information.

**Level II: Substation Maintenance/Assistant to Electrician**

- Read and follow electrical grid switching maps, monitors equipment operations and substations and switch loads as needed, taking corrective action to address issues or problems.
- Alerts appropriate personnel of abnormal conditions and issues.

- Operates gas turbine for generation when required.
- Performs substation equipment maintenance.
- Troubleshoots operational problems.
- Repairs, tests and installs electric meters.
- Prepares and maintains related reports as needed using current computer programs.
- On call 24 hours a day, 7 consecutive days, as scheduled, responding within 15 minutes
- Performs other duties of a similar nature or level as assigned.
- Assist Underground/Overhead crews as needed.

**Level III: Electrician**

- Performs electrical and electronic, installation, repair, service, and maintenance work on a variety of city electrical installations, systems and equipment.
- Meets with various city departments and contractors regarding electrical issues as necessary; responds to questions and inquires.
- Responds to electrical calls and emergencies as necessary.
- Performs electrical tasks for gas turbine power generation, substation operation, switchgear operation, metering and electrical system operation.
- Analyzes equipment malfunctions and perform diagnostics.
- Maintains related systems.
- On call 24 hours a day, 7 consecutive days, as scheduled, responding within 15 minutes.
- Performs other duties of a similar nature or level as assigned.
- Assist URD/overhead crews as needed.
- Assist Underground/Overhead crews as needed.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:**

**Level I:** None

**Level II:** None

**Level III:** Provides technical direction, supervision and support for staff.

**Required Competencies:**

***Includes, but is not limited to, the following:***

*Customer Service* – Deals with the public and other city workers, in person and via telephone courteously and professionally.

*Cooperation* – Interacts with co-workers, other city departments, vendors and customers in a courteous and respectful manner.

*Organizational Skills* – Prioritizes and completes tasks to meet deadlines, if issues arise communicates with supervisor.

*Decision Making Skills* – Makes decisions based on approved techniques and procedures. Following approved practices.

*Research Skills* – Can look up regulations in code book and apply to specific jobs.

*Clerical Skills* - Can process basic paperwork and requests.

*Communications Skills* – Communicates clearly and checks for understanding. Safely directs fellow employees on a job site.

*Clerical Skills* - Ability to process basic paperwork and requests.

**Level II:** Above, plus demonstrated teamwork and problem-solving skills.

**Level III:** Above, plus demonstrated skills in leadership and team-building.

**Education, Experience and Technical Skills Required:**

High School diploma or equivalent. Must possess a current State of Iowa Drivers License. Ability to obtain a CDL within 3 months of hire (substation positions & all Level II positions) Knowledge of and experience with electricity preferred.

*Mechanical Skills* – Must have the ability to work with power tools and electrical equipment that, if not operated correctly and in a safe manner, could cause a severe injury. Complete minor equipment maintenance. Meter Readers must run remotes for water meters.

**Level II:** Above, plus high voltage training and knowledge of procedures and techniques to operate generation and associated power equipment. 3 years of previous related experience.

**Level III:** Above, plus associate's degree in electrical or electronic engineering, with five years of experience in electrical power system design and maintenance or equivalent combination of training and experience.

**Physical and Environmental Requirements:**

Ability to talk efficiently and clearly; ability to write, read, hear, see, reach, twist, and lift objects in excess of 50 lbs. without assistance; ability to work in extreme conditions (hot, cold, wet); ability to stand for up to four hours at a time.

**FLSA/Wage Hour Status:** Non-Exempt