

TITLE: AUTOMATED METER READING INSTALLATION SUPERVISOR CODE: 35930

GENERAL DESCRIPTION:

This is responsible automated meter reading supervisory work involving the direction of automated meter reading and touch read systems installation and crews.

Work involves responsibility for the safe, effective and timely installations of automated meter reading and touch read systems through field crews. Duties include directing field installation and clerical support. This position also has the responsibility for making difficult automated meter reading installation decisions. This work requires that the employee have considerable knowledge, skill and ability in meter reading installations and administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Systems Maintenance Superintendent.

EXAMPLES OF DUTIES:

Schedules, assigns, supervises and evaluates a medium size work group of automated meter reading installers and clerical support staff in automated meter reading installations.

Investigates and resolves customer complaints. Confers with subordinate field personnel on technical problems and determines corrective actions to be taken. Fills out forms and reports on a daily basis. Uses a personal computer or computer terminal to input and extract data as needed.

Assists in drafting unit budget and controlling expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices. Assists in performance evaluation.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of automated meter reading and touch read systems installation methods, equipment and materials and administration.

Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Good ability to communicate orally and in writing and to lead others in a work unit.

Good ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports through the input and extraction of computer data.

Good ability to supervise others in a work unit.

Considerable ability to establish and maintain effective working relationships with coworkers, customers and vendors.

QUALIFICATIONS

A high school diploma or the equivalent plus four years of progressively responsible automated meter reading installations experience including at least one year in a lead capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license.