MARSHALL MUNICIPAL UTILITIES

UNDERGROUND FACILITIES DEPARTMENT
JOB DESCRIPTION

Revised 06/2026

TITLE: General Maintenance**/**Meter Reader

CLASSIFICATION: Nonexempt

PAY RANGE: 5

JOB LOCATION: Normally 1455 W. Arrow, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty as may be scheduled during emergencies, storms, outages or periods of equipment failure, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Performs duties necessary to maintain tools, equipment, buildings and grounds. Assists water distribution and wastewater collection maintenance crews as required. When needed to fill in for Meter Reader, walks and drives residential, commercial and industrial meter routes, and records water and electric meter readings in hand-held computer devices.

This job requires the following education and/or experience:

(1) High School graduate or equivalent

This job requires the following,

(1) at the time of hire:
   a. Telephone (landline at residence or cellular)
   b. Valid Missouri Driver's License

(2) obtained on the job:
   a. Valid Missouri Commercial Learner's Permit (CLP) shall be obtained within 90 days of hire
   b. Valid Missouri Class A Commercial Driver's License shall be obtained within 12 months of hire
   b. A thorough knowledge of street locations in Marshall and surrounding areas

PRIMARY DUTIES OF JOB: Under minimum supervision, performs maintenance projects for all departments including, but not limited to, carpentry, structure maintenance, mowing, snow removal, loading and hauling various materials and tree trimming. Regularly assumes serviceperson duties. Assists water distribution and wastewater collection maintenance crews as required. Paints, scrapes, operates, flushes and gathers flow and pressure readings from fire hydrants. Paints and caulks/seals interior and exterior of MMU structures. Assumes duties of Meter Reader as needed: picks up meter route assignments at the business office, follows routes going into buildings, yards, alleys, substations and streets reading water and some electric meters in an accurate and expeditious manner, while accessing individual properties in a manner assuring safety to the customer and oneself. Remains observant to usage inconsistencies, dangerous or tampered situations or potential problems and relays such.

SECONDARY DUTIES OF JOB: Operates (open/close) valves, repairs and adjusts valve boxes to grade as required. Installs, removes, repairs, relocates and adjusts to grade service lines, boxes and lids. Obtains pressure, flow and meter reading information from service locations. Finishes concrete. May be assigned work in conjunction with other departments. Assists technical personnel as required. During meter reading assignments, will be required to pick up handwritten requests for rereads, obtain new readings and hand write on reread sheets. Performs water meter maintenance as required. May assume other duties as assigned.

To do this job, one must be able to:

Read, write and understand material written in English
Apply basic math skills such as averages, greater than, less than
Communicate effectively, in English, verbally in person and by telephone/radio, and through written material
Accurately read dial, digital and odometer style water and electric meters in a timely manner
Input readings into electronic device
Write numerals legibly
Physically access meter devices for reading purposes
Install accurately various metering devices and other electrical equipment and troubleshoot same
Operate a vehicle with frequent in and out
Operate equipment effectively such as dump truck, skid-steer loader, fork lift, hoist truck, backhoe, mower, jack hammer, compressor, etc.
Operate various power and hand tools such as pipe wrench, hammer, screwdriver, chain saw
Dig ditches by hand, with shovels and spades
Troubleshoot problems involving metering, and other related appurtenances
Visually obtain accurate data from various written material
Wear standard safety equipment including hard hat and eye and ear protection
Read and understand maps
Complete necessary reports
Draw one-line drawings on location showing measurements, repairs, location of materials, etc.
Perform duties in areas where animals may be present
Keep calm and think clearly in dealing with an upset customer or in an emergency situation
Work safely alone and with others in a compatible manner

PHYSICAL DEMANDS:

1) Lift moderate to heavy weights (30-100 lbs.)
2) Climb in and out of deep ditches, pits, vaults, etc.
3) Walk, climb and descend ladders and stairs
4) Walk several miles daily with frequent kneeling to read meters
5) Dig ditches by hand with shovels and spades
6) Work in confined spaces and heights
7) Squat, kneel, bend and reach overhead

ENVIRONMENTAL CONDITIONS: Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the general supervision of the Underground Facilities Director and the direct supervision of the Foreman or others as assigned.

SUPERVISION GIVEN: None normally but may assist in the training of personnel as assigned by the Underground Facilities Director.