



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION
Meter Maintenance Technician
Utility Billing Department

Job Purpose: Under general supervision; to install, remove, troubleshoot and repair water meters and attached apparatus.

- Prioritizes daily work from work orders, keeps record of repairs and forwards reports
- Troubles shoots all aspects of meters and attached apparatus; repairs or replaces
- Removes damaged water meters, trouble shoots and repairs or scraps meters
- Installs repaired meters and tracks paperwork
- Maintains an inventory of meter parts
- Substitutes as a meter reader, as necessary
- Performs exceptional service to internal and external customers
- Operates and utilizes various equipment and supplies as related to water meters (i.e. shovels, touch-read programmers, iPads, other tools and technologies)

Required Knowledge, Skills, and Abilities:

- Must be able to operate a computer/tablet
- Good communications skills
- Ability to work independently
- Ability to work with the public

Minimum Qualifications: High School Diploma or equivalent with 1-2 years experience in the meter department or any combination of education, training and experience that provides the required knowledge, skills, and abilities. Must possess a valid S.C. driver's license.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration.

This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.