



Job Description – Meter Department Supervisor

Essential Duties and Responsibilities: Under general direction, plans, organizes, and supervises the work of personnel in meter department. Leads team in selection, reading, installing, maintaining, replacing, and servicing residential, commercial, and industrial electric meters; customer service, and a member of stand-by/on-call supervisor rotation for emergencies on nights and weekends; performs related duties, as assigned.

- Supervise, schedule, and plan the day-to-day work of the meter department
- Select the metering necessary for new accounts
- Supervise installation of polyphaser metering
- Review bills of major customers and the back-up meter readings
- Contact customers concerning metering voltage levels and other issues
- Customer service regarding meter checks and bill concerns
- Perform voltage checks and operations of capacitor banks and voltage regulators
- Stand-by/on-call supervisor for emergencies for rotating nights and weekends

Minimum Requirements for Applicants:

- Education - High School Graduate or GED
- Experience in single and polyphaser metering

Preferred Qualifications:

- Supervisory experience

Please contact Becky Dowden in human resources for steps on how to apply.

Call: 574-753-5002

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