



**American Samoa
Power Authority**

Human Resource Department, Tafuna
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PUBLIC JOB POSTING

<i>Position Title</i>	CS Meter Reader I	<i>Posting Date</i>	June 28, 2024
<i>Department</i>	Customer Service	<i>Deadline</i>	July 11, 2024 – 4:00 p.m.
<i>Division</i>	Technical Support		
<i>Position Type</i>	Career Service - 12 months probation	<i>Pay Range</i>	\$8.05/hr - \$8.37/hr
<i>Reports To</i>	Meter Reader Supervisor	<i>Job Grade/Status</i>	D/3/C – D/4/C, Non-Exempt

Major Duties & Responsibilities

The assigned duties include the reading, inspecting and recording of power and water meter information vital to the operation and planning of utility services and billings; to ensure the timely collection of recorded data using handheld computer devices; to perform skilled work pertaining to the operation and maintenance of all electric and water meters installed at consumer facilities; to report discrepancies observed in the field in relation to: illegal connections, safety hazards, meter defects and un-metered services. Obtain electric and water meter billing data monthly and as assigned. Provide maintenance, audit or inspection service for meter referrals.

Minimum Requirements

<i>Education</i>	High School Diploma or equivalent, AA degree in related field preferred.
<i>Experience</i>	Minimum of two (2) years electrical and plumbing related work experience; familiar with computer hand held meter reading equipment or similar equipment; able to read and comprehend service requests and write follow-up reports.
<i>Skills, Abilities, Job Requirements</i>	<ul style="list-style-type: none"> • Possesses good basic skills in the following areas: <ul style="list-style-type: none"> ○ Electrical, Plumbing, Math & Problem solving, and oral & written communication. ○ Fluent in both English and Samoan. ○ A self-starter, able to work with little or no supervision, and has good interpersonal & public relations ability. ○ Must be able to operate a standard vehicle & have an unblemished driving record. ○ Must be physically fit and able to endure long distance walking daily, able to work outdoors and be able to cope with unpredictable severe weather conditions. • Must have an excellent attendance record from current or former employer.

Qualified applicants: Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. No phone inquiries accepted. **Salary will commensurate with experience and education.**

An Equal Opportunity Employer * A Drug Free Workplace