



Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

JOB POSTING

Jemez Mountains Electric Cooperative, Inc. (JMEC) is accepting applications for the position of **Meter Reader/Collector 0-12 Months for the Cuba District Office**. This position reports to the Supervisor for Meter Reading/Collecting. Responsible for personal performance of work assigned by supervisor; maintains meter records, routes meter books, reads meters, collections, related connects and disconnects of services, determines electric service account and meter location numbers of customers for taxation and other purposes, observes and reports changes in customer locations, meter tampering, power deviation and other irregularities. Performs such other duties as may be required or directed.

Education: High school diploma or equivalent. Valid New Mexico Driver's license or ability to obtain prior to first day of employment required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

Essential Functions: Operates meter truck in an assigned area for the purpose of reading and recording member/customer meter readings and collecting delinquent accounts on schedule or as directed. Submits all money collected and appropriate receipts to cashiers for validation daily. Connects and disconnects meter as directed by service orders, supervisor, or area office personnel. Reports member/customer questions or complaints to the proper departments on such matters as high bills, desired location of new services, power outages, low voltage, security light outages or hazardous conditions on the system, etc. Records and accounts for all time, mileage, vehicle inspection and materials on the proper forms used in performing duties of the job. Checks inactive accounts, periodically or as directed by supervisor for any illegal conditions which may be presented in the field and report such findings.

Experience, Training, Knowledge, Skills, and Abilities: Must have a sound knowledge of proper and safe work practices. Must be able to handle an irregular volume of work. Must have the ability to read meters with speed and accuracy for efficient billing of members/customers. Must have computer knowledge and the ability to review computer generated reports. Job requires the ability to meet and deal tactfully and courteously with associates, members, potential members and the public. Must have ability to learn and adapt to new technology.

Only those candidates that possess the criteria listed above will be considered.

JMEC offers a competitive salary commensurate with qualifications, along with a comprehensive benefits package. For more information on the position please contact Dwight Herrera.

Applications/resumes will be accepted until close of business, Friday, December 8, 2023, and should be directed to:

Dwight Herrera, Senior Manager of Human Resources and Support Services
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