

**Progression to Meter Reader 2**



Effective June 1, 2014

Employee Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Current Position \_\_\_\_\_ Time in Current Position Years \_\_\_\_\_ Months \_\_\_\_\_

	Yes	No	Comments
<b>JOB SKILLS &amp; EXPERIENCE</b>			
• Basic meter reading technical training completed			
• Meter reading function OQ tasks completed			
• Meter reading OJT completed			
• Segway training completed (if used in area)			
• Has some basic service and/or construction skills			
<b>PERFORMANCE</b>			
• Performs basic meter reading tasks proficiently			
• Performs some basic service & construction skills to help out other functional areas, as needed			
• Takes responsibility & accountability for performance			
• Demonstrates commitment to positive customer service			
• Participates in ongoing learning & development			
• Requires general oversight & supervision			
• Demonstrates good judgment			
• Maintains and safeguards tools & equipment			
<b>COMPUTER SKILLS</b>			
• Proficient with email and navigating AtmoSphere			
• Proficient with work management system			
• Proficient with mobile computer & meter reading technology			
<b>LEADERSHIP SKILLS</b>			
• Active involvement in company sponsored events, safety, wellness, community, etc.			
<b>COMMUNICATION SKILLS</b>			
• Demonstrates ability to exchange basic information with internal & external customers			
<b>SAFETY</b>			
• Basic safety training completed			
• Participates/contributes to safety programs/efforts			
• Utilizes safety equipment/PPE on all jobs			
• Adheres to vehicle safety/maintenance practices			
• At fault safety violations while in current position			
<b>CULTURE</b>			
• Lives AtmoSpirit			
<b>DISCIPLINE</b>			
• Is employee currently in any step of discipline?			

Additional skills, knowledge, and/or experience:  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

I have reviewed the previous information and recommend the above named employee advance to the stated position

\_\_\_\_\_  
 Supervisor Signature

**Position information from June 1, 2014 Meter Reading Progression Plan (added Sept 2014)**

**Career Level:** Meter Reader 2  
**Role:** Typically requires no meter reading oversight and general oversight for basic service and/or construction work.

**Education/Experience:** High School or equivalent. 6 months minimum meter reading experience. Demonstrated Meter Reader 1 proficiency.  
**Organization Scope:** Role requiring basic skills. Can perform all tasks within the function. May perform some basic service and/or construction work.  
**Problem Solving/Critical Thinking:** Performs all tasks for the function.  
**Supervision Received/Independent Judgment:** Limited supervision. Exercises independent judgment. Work typically involves only periodic review by supervisor. Able to train entry level meter readers.  
**Direction of Others:** Limited  
**Knowledge/Skills:** Ability to perform all meter reading activities & edit routes, recognition of atmospheric corrosion & abnormal operating conditions (AOCs), and performs continuing system surveillance. May be trained & OQ'd for basic service and/or construction work. Has developed customer service savvy.  
**Living AtmoSpirit:** Living & Leading