
Northcentral Mississippi Electric Power Association

Job Description

Collector

I. Introduction:

The purpose of this position is to disconnect/collect on past due accounts and assist Engineering and Operations with special projects.

II. Supervisor: Technical Services Coordinator

III. Knowledge/Education Requirements:

- A. Must have high school diploma or GED. Must have a valid driver's license.
- B. Must be knowledgeable or become knowledgeable of programs and services offered by Northcentral MS EPA.
- C. Must be able to acquire knowledge of system geography within a reasonable time frame.
- D. Must be able to read and write and perform basic mathematical functions.
- E. Must have good communicational skills and be able to deal with the public in a courteous and effective manner.
- F. Must be able to work with mobile computer equipment and software to process work.
- G. Experience safely pulling and installing electric meters preferred.
- H. Must learn to properly identify electrical system components and operate them safely with an extend stick as required for reconnects, etc.
- I. Must be a self-starter, able to work alone, and able to manage work-flow priorities.

IV. Duties/Responsibilities:

- A. Essential Functions:
 - 1. Observes and practices all Northcentral safety policies and procedures.
 - 2. Work collections through Mobile Workforce on past due accounts collecting past due amounts or disconnecting the meter.
 - 3. Handle meter transactions not requiring construction. (Meter transfers, meter moves, meter sets, meter disconnects/reconnects, installing service collars, fuse and switch operation, etc.)
 - 4. Handle meter tampers by pulling meters or installing locks.
 - 5. Communicate with Customer Service any abnormal situations that might need further attention or documented for future reference.
 - 6. Verify accuracy of meter readings when high/low situations occur.
 - 7. Install company locks on member's gates to allow NEPA access.
 - 8. Report any conditions which may be potential hazards or any line conditions with safety concerns.
 - 9. Work with the Engineering and Operations department on special projects as required and during times when collections are not done.
 - 10. Safely operate Northcentral vehicle at all times.
 - 11. Position must be available for outage restoration.
- B. Non-Essential Functions:
 - 1. Perform other duties as required.

V. Physical Demands:

Must be able to lift 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 20 lbs. Must be able to stoop; kneel; crouch' and crawl. Must be able to reach; handle; work primarily with fingers; and feel. Must be able to talk and hear. Must be able to obtain impressions through the eyes of the shape, size, distance, motion, and color or other characteristics of objects. Must possess acuity, far and near, depth perception, field of vision, accommodation, and color vision. Must be able to speak clearly and communicate effectively in order to interact with company employees and members.