JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET
REYNOLDS, GEORGIA 31076

JOB POSTING	**INTERNAL/EXTERNAL POSTING** *(Employees and Individuals meeting the following requirements are eligible to apply.)*
JOB TITLE	**MEMBER SOLUTIONS TECHNICIAN I (*thru Member Solutions Technician)***
JOB LOCATION	Flint Energies Headquarters – 3 S. Macon St, Reynolds, GA
JOB CLASSIFICATION	Outside Job; Non-Exempt; Uniform Program
SUPERVISOR	Supervisor of Field Services
LAST DATE REVIEWED	November 2026
JOB SUMMARY	Reads, sets and disconnects electric meters and obtains check readings. Reports hazards in the field, both at member locations and Flint distribution system. Clears up delinquent accounts by disconnecting meters in the field and by computer in the office. As part of system-wide inspection, completes meter audits at member locations and reports findings. Reports instances of Energy Theft, Flint property damage, as well as other hazards that may threaten employee or public safety. ***Note:*** *Selected candidate must successfully complete the competency requirements at the intervals outlined in the progression program to retain the position. The progression program requires two years as a Member Solutions Technician I before being eligible to advance to the next level of Member Solutions Technician.*
EDUCATION / TRAINING	**Required:** • High School diploma or equivalent • Minimum 3 years' experience in customer service and working with the public. • Basic computer experience **Preferred:** • Minimum 3 years' experience in data entry • Experience reading, setting and/or disconnecting electric meters, water meters or gas meters. **OR** • 1 year experience in residential or commercial electrical wiring.
KNOWLEDGE / INTERPERSONAL SKILLS	**Required:** • Knowledge of basic use of electricity to set and disconnect meters and check voltage. • Ability to read meter dials, documents, and work instructions. • Familiarity with Flint's service area; particularly Reynolds and Upatoi and surrounding areas • Ability to safely operate assigned vehicle. • Skills to operate laptop computer, tablet and calculator. • Math skills to add, subtract, multiply, divide, and perform calculations. • Skills and ability to work fast and accurately to meet daily workload requirements. • Ability to keep customer account information confidential. • Knowledge of proper use of English language • Excellent verbal interpersonal skills to effectively interact with customers. • Positive attitude and willingness to be a team player in support of exceptional internal and external customer service, which should be evidenced from prior work experience. • Willingness to support company goals and objectives. • Strong work ethics including motivation, initiative, punctuality and attendance. • Ability to carry out daily duties in a professional manner
WORKING HOURS	• 8:00 a.m. to 5:00 p.m., Monday through Friday with one hour for lunch. • On call as required at night, weekends and in emergency situations.
OTHER	• Must have and maintain a valid driver's license with a safe driving record (MVR required). • For on-call duty, must live preferably within 30 minutes of reporting work location. • Must wear Flint EMC uniform.
APPLYING FOR JOB	• For internal applicants, job change forms are available from Human Resources or the intranet. **The deadline for applying for internal applicants is 5:00 p.m., Wednesday, November 4, 2026.** • Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. **The deadline for external applications is 5:00 p.m., Monday, November 16, 2026.**

	• Contacts: Stephanie Cebada-Bembry 478-218-5542, **scebada-bembry@flintemc.com** or Tracie Lord 478-218-5653, **tlord@flintemc.com**

FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE

Posted 11/02/2026

PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
MEMBER SOLUTIONS TECHNICIAN I (THRU MEMBER SOLUTIONS TECHNICIAN)

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time sometimes in inclement climatic conditions and at night. Be alert to give and exchange information.
ABILITY TO DEAL WITH STRESS	Must be able to work with deadlines, handle tense situations, resolve complaints, and control anger, and attitude.
VISION	Far Visual Acuity - As necessary to drive. Also, to visually observe system installations and equipment and to distinguish possible hazards. Near Visual Acuity - Necessary for operating various types of office equipment. Must be able to see a computer screen, keyboard, read all types of paperwork, meter dials, voltmeter, road signs and maps. Peripheral Vision - As necessary for driving. Color Vision - As necessary for recognizing appropriate forms and traffic lights. Depth Perception - As necessary for driving. Night Vision - Same as above.
HEARING	(Normal Tones) Hears and comprehends spoken conversation over telephone, in person, and on two-way radio.
SPEECH	Speaks loudly and clearly enough to be accurately understood in person, on telephone, and on two-way radio. Voice must be pleasant, tactful, and professional.
SITTING / STANDING	Sits when driving vehicle. Stands as needed to read meters, set and disconnect meters, etc.
WORKER MOBILITY / WALKING	Can change positions at will. Considerable amount of walking. Distances vary when setting or disconnecting meters. Walks over rough and uneven terrain in all types of weather daylight or nighttime.
LIFTING / CARRYING	Seldom anything over 40 pounds. Frequently lifts meters and hand tools. Carries laptop or tablet.
PUSHING / PULLING	Good upper body strength required for use of hand tools, climbing over obstacles, and opening gates that take 50 lbs. of pressure. Required to open/close desk drawers and file cabinets.
BENDING	Bends from waist to install/disconnect meters. Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers.
REACHING / HANDLING	Wrist, hand, and arm use is continuous for writing, using a computer, telephone, calculator, and copier, setting meters, connecting/disconnecting meters, and driving. Overhead reach is intermittent.
TWISTING / CLIMBING / CRAWLING	Twisting is intermittent. Climbing and crawling is seldom but as needed.
ENVIRONMENTAL FACTORS	Will be outside in all types of weather conditions when setting or disconnecting meters in daylight and night hours. Located indoors in a heated/air-conditioned building when performing deskwork.
MACHINES / TOOLS/ EQUIPMENT	Computer, printers, telephone, calculator, fax, copier, paper, pens, pencils, stapler, ink, pliers, sealing press, screwdriver, voltmeter, and extendo stick. Assigned vehicle.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	Follows prescribed safety rules. Rubber gloves, hard hat with face shield flame retardant uniform and safety glasses. Mayday, CPR, First Aid and Defensive Driving.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.