

METER READER

Department: Water/Sewer
Fund: Water/Sewer
Title: Meter Reader
Classification: Full Time Regular
Supervisors Title: Assistant Superintendent
Pay Rate: Hourly

Position Summary:

The Water Meter Reader is responsible for the performance of a variety of tasks following routine procedures. Positions works closely with the Utility Billing Clerk but reports directly to the Assistant Superintendent or Superintendent.

Duties and Responsibilities:

1. Reads water consumption meters and records volume by residential and commercial consumer.
2. Walks or drives truck/car over established route and takes readings of meter dials.
3. Inspects meter and connections for defects, damage and unauthorized connections and conducts necessary repairs.
4. Indicates irregularities on forms for necessary action by servicing department.
5. Verifies readings to locate abnormal consumption and records reasons for fluctuations.
6. Performs housekeeping and general maintenance of physical plant facilities on an as needed basis.
7. Return meter-reading worksheets to business office for billing purposes.
8. Performs general water service duties that are related along with informing the public of policies, rules, regulations, and services as well as other requests.
9. Works with Utility Billing Clerk in scheduling meter readings, non-payment cut-offs, and meter replacements as necessary, as well as daily work orders that the billing department may have.

10. Assist or advise the public on their inquiries or direct them to the proper department or authority.
11. Other duties as assigned.

Equipment/Programs:

Must have a good working knowledge in the proper use of hand tools, light and heavy equipment and machinery. Be able to comprehend and utilize record keeping. Must also have knowledge of the policy procedures on the use of equipment to conduct construction and infrastructure related work.

Working Environment:

Exposed to hazards that could result in injury or death. Ability to work in extreme heat and cold.

Physical Demands:

Demands physical strength and agility to address excessive amounts of walking, requires emotional and mental stability and public service character and attitude. Must have the ability to perform heavy manual labor.

Skills:

Must have a High School Diploma or equivalent. Must be able to follow written and oral instructions. Prefer 1-3 years of labor or mechanical related skills or construction work is acceptable. Must have a valid drivers license, and must meet city insurance eligibility requirements at all times. Must be willing to train and achieve department goals.

Revised – March 2003

DK-Job Descriptions/brb/tkr