

METER READER

DEFINITION

Under general supervision, reads water meters to determine consumption of services; connects/disconnects services; performs related duties as required.

REPRESENTATIVE DUTIES

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Reads meters on assigned routes; records reading in a handheld computerized device or in a meter book.
2. Notes and reports malfunctions; checks for water leaks, evidence of tampering and broken meters; reconciles discrepancies between computer records and physical meter in field.
3. Using a list of delinquent accounts, payments, and new services disconnects/connects customer services by turning meters off/on.
4. Assists in assignment of new meter to routes, updates sequential order of meters within routes.
5. Responsible for input/output to computer; uploads and downloads data to/from handheld meter reading units.
6. Coordinates and implements meter reading work assignments and data adjustments between City departments.
7. Responds to customer complaints and/or request for services.

EMPLOYMENT STANDARDS

Education and/or Experience

One year of experience including public contact or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Safety procedures to be followed in performance of manual tasks such as bending and lifting; meter reading procedures.

Ability to:

Retain information; read maps and locate addresses; read numbers quickly and accurately; record meter readings; use and/or learn to use computer equipment; detect and record errors and malfunctioning meters; work independently; meet deadlines; use hand tools; perform light manual labor, communicate effectively; establish and maintain effective working relationships with superiors, peers and the general public; understand and follow verbal and written instructions.

Special Requirements

Possession of, or ability to obtain and maintain a valid California Drivers' License.

Physical Demands

Strength, stamina and dexterity to walk along distances some of which may be on uneven or slippery surfaces; frequent and repetitive bending and kneeling to peer into meter boxes; perform manual tasks using hand tools such as shovels and picks; repetitive motion including reaching to adjust and make minor repairs on meters; manual dexterity to write legibly; visual acuity sufficient to read meters with small numbers and indicator needles in a variety of distances and in a variety of lighting conditions, including bright light, low light and low visibility conditions.

WORKING CONDITIONS

Extreme weather conditions including heat, rain, snow, cold and wind, dust, vibrations and noise. Weekly rotation for on-call duty outside the normal working hours.

Date Adopted: August 6, 1996