



Job Description Service Department Meter Reader Code 202

Position Summary and Scope of Responsibility

Semi-skilled task that involves reading and repairing water meters as well as recording water consumption using electronic reading devices.

Essential Duties and Responsibilities

- Read water meters on an assigned route and record readings.
- Complete special readings to verify excessively high/low readings to resolve complaints involving water consumption.
- Inspect meters to determine if they are functioning properly and report defects/malfunctions to supervisor.
- Disconnection or turning on of water service at designated locations.

Knowledge, Skills, and Abilities

- Ability to learn street layout and geography of service area.
- Knowledge of *or* the ability to learn the functions of a water distribution systems and the meters used to measure consumption.
- Ability to deal in a professional and courteous manner with the public.
- Ability to write legibly; understand and follow oral/written communication
- Ability to operate hand tools as instructed.

Physical Requirements

Sufficient physical strength to lift at least 100 pounds. Must possess sufficient arm and hand strength to operate all required hand tools and equipment controls. Sufficient stamina to walk for extended periods of time in all weather conditions.

Necessary Requirements

Must possess a high school diploma or GED.

Must have an insurable driving record.

Must be able to obtain a Class A CDL with tanker endorsement.

The statements contained in this job description reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.