



### Meter Reader

<b>Department:</b>	Public Works – Water/Sewer	<b>Pay Grade:</b>	E
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	June 2013	<b>Reports To:</b>	Water/Sewer Manager

**POSITION PURPOSE:** Under general supervision, collects accurate and timely readings of the City's water meters by reading, recording and inputting water consumption data from residential and commercial meters into system to determine water consumption; finds unaccounted water by locating leaks in water systems and meters and notifies the supervisor; notifies customers of leaks past the point of City connection; assists department as needed with other projects such as main shutdowns and hydrant installations.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reads, records and inputs water consumption data from residential and commercial water meters to determine consumption.
- Operates, uploads and downloads a hand-held portable computer; monitors readings to detect abnormal or fluctuating consumption patterns.
- Notes irregularities for billing department; walks and drives a vehicle to various meter locations and removes meter covers; trims grass, removes leaves, debris and other obstructions as necessary; prunes shrubs and remove or adds dirt to meter boxes.
- Maintains access to meters and inspects meters during readings for damage and unauthorized connections.
- Replace meter and boxes.
- Reports new sprinkler systems or repair broken, damaged and leaking meters.
- Maintains a variety of records and reports including upload and download sheets and others.
- Reroutes meters as needed and submits to data processing for accurate reading times.
- Investigates and responds to customer complaints regarding meters or water problems and refers complaints or problems to supervisor or appropriate personnel as necessary.
- Locks off meters for non-payment or service termination.
- Tests meters, collects meter readings in a predetermined amount of time; assists the Department with other related duties such as flushing, flagging and hydrant installations.

**Required Knowledge of:**

- Basic understanding of the operations, services and activities of a City Public Works Department.
- Methods, equipment and materials used in meter reading.
- Geography and street locations of the City.
- Layout of meter locations in the water system.
- Basic mechanical skills and general knowledge of water standards, techniques and installation procedures of water meters and meter boxes.
- Basic water meter maintenance and repair.
- Safe operation of a motor vehicle.
- Record-keeping techniques.
- City policies and codes related to Public Works.
- Effective oral and written communication principles and practices to include customer service.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to accomplish work assignments.
- English usage, spelling, grammar and punctuation.

**Required Skill in:**

- Accurately reading, recording, and inputting water meter data.
- Operating a hand-held portable computer.
- Meeting schedules and timelines.
- Maintaining routine records.
- Working independently with little direction.
- Observing legal and defensive driving practices.
- Communicating effectively both verbally and in writing including customer service.
- Working courteously and tactfully with customers and employees.
- Reading and following maps.
- Utilizing personal computer software programs and other relevant software affecting assigned work.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

High School Diploma/GED Certificate and a combination of training and/or experience, including customer service and/or clerical office experience, that provides the appropriate background and knowledge to perform the required duties and responsibilities; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid State of Washington Driver's License.

CPR, First Aid, AED and Bloodborne Pathogens Cards within 2 years of date of hire.

Flagging certification within 3 years of date of hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

**WORKING CONDITIONS:**

**Environment:**

- Outdoor work environment.
- Driving a vehicle to conduct work.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a variety of equipment and power and hand tools.
- Operating a computer keyboard and assigned equipment.
- Reading a variety of materials or electronic equipment.
- Standing or otherwise remaining in a stationary position for extended periods of time.
- Walking or otherwise moving over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Working alone, working in remote locations, working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness
- Lifting/carrying or otherwise moving or transporting heavy objects up to 100 lbs.

**Hazards:**

- Contact with dissatisfied or abusive individuals.
- Possible exposure to unpleasant or aggressive dogs/animals.
- Tripping and falling hazards from environmental debris.
- Adverse weather conditions.
- Physical contact with and exposure to herbicides, flowers, plants, trees, pollen and insects.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_