

Meter Reader

Reports to: Customer Service Supervisor

Department: Water

Position Control No.: 7800

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____

Date: 12/4/18

JOB SUMMARY:

Under the direction of the Customer Service Supervisor, performs various skilled and semi-skilled work in the maintenance reading of water meters. Reads meters and records volumes used by residents and commercial consumers to ensure the accurate billing of water accounts.

ESSENTIAL FUNCTIONS:

1. Read City water meter accurately and in a timely manner.
2. Ability to perform maintenance and repairs on various types of water meters.
3. Install, remove and test water meters.
4. Communicate with residents on a variety of subjects, not limited to meter reading.

QUALIFICATIONS:

1. Ability to learn meter routes and ability to adhere to schedule with time restraints.
2. Knowledge of safety rules, procedures, and hazards for general outdoor work.
3. Ability to walk long distances, carrying equipment necessary to read meters.
4. Ability to work under routine and emergency conditions, sometimes in severe weather.
5. Ability to work unsupervised and to take initiative to complete assigned tasks.
6. Ability to establish and maintain effective working relationships with other City employees and the general public.
7. Required to work any shift and on holidays and weekends as needed for scheduling purposes.
8. Must be available to work on scheduled days off.
9. May be required to work overtime in order to provide coverage for the department.
10. Regular and consistent attendance of assigned work hours is essential.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED.
2. Must possess a valid Texas Class "C" Driver License.

PHYSICAL REQUIREMENTS:

1. Must be able to lift and carry up to 50 pounds.
2. Must be able to stoop, kneel, crouch or crawl for extended periods of time and frequently.
3. Must be able to work in any weather condition.
4. Eyesight adequate to accurately read water meters.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date