

## POSITION DESCRIPTION

Class Title: Meter Reader  
Department: Utilities  
Date: July 29, 2022

Job Code Number:  
Grade Number: MT3

### GENERAL PURPOSE

Performs routine clerical and semi-skilled utility work in the reading and operation of utility meters.

### SUPERVISION RECEIVED:

Works under the general supervision of the Utility Customer Supervisor.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Traverses assigned routes and takes readings of meters and inputs data into handheld microcomputing device to provide needed information for utility billing or other related action; notes any unusual changes in consumption, location, or malfunctions such as leaks or damaged meters.

Turns water meters off and on for customers

Inspects meters and connections for defects, damage and unauthorized connection or use; reports findings to supervisor.

Rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption.

Calculates consumptions.

Assists in the maintenance and repair of meters and replacing defective meters.

Maintains assigned tools and equipments.

### PERIPHERAL DUTIES

Responds to work orders for utility disconnections, reconnections, new orders, and other public works service requests, as assigned.

Assists in the analysis and improvement of assigned routes.

Serves as a member of various employee committees.

### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent.

(B) any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

(A) Working knowledge of data entry; working knowledge of basic arithmetic.

(B) Skill in operating listed tools and equipment.

(C) Ability to perform and record arithmetic computations accurately and quickly; Ability to accurately read and record data from various type of meter dials; Ability to communicate effectively verbally and in writing; Ability to work in inclement weather; Ability to establish successful working relationships; Ability to work with angry or demanding customers.

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

Pencil or microcomputing device, hand tools, calculator, portable or mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: 07/29/2022

Revision History: