

METER READER

Function: Business Office

DESCRIPTION OF WORK:

Under close supervision follows designated route to read electric, gas or water meters.

EXAMPLES OF WORK:

Essential Functions

Reads meters; records meter reading in electronic meter reading equipment; notes readings which appear low or high and reports need for tests; reports the need for repairs when malfunctioning is observed; rechecks entries in meter reading device for correctness; hears and reports complaints; keeps all meters sealed and reports any evidence of meter tampering to a superior; watches for line problems and reports any defects to a supervisor; checks to see that meters, visible plumbing and wiring are functioning properly; re-reads meters as directed; keeps assigned vehicle in good working condition; performs related work as assigned. Mail customer notices for Backflow testing and maintains records.

Non-essential Functions

Assists line crew in special situations. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to: interpret moderately complex instructions; establish and maintain effective working relationships with co-workers, supervisors and the public.

TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the incumbent to acquire the required knowledge, skills and abilities of this position.

WORKING CONDITIONS:

Work performed by this position is subjected to inclement weather and the potential for electrical shock or gas explosion may be present in some tasks to be performed. Normal work week is 40 hours; however, on-call and/or emergency responses is required, as necessary.