

WATER METER READER

DISTINGUISHING FEATURES OF THE CLASS: This semi-skilled clerical work performed largely outdoors which involves responsibility for the routine reading of water meters. Readings are then recorded on a meter card and later entered in a meter reading log book. Employees in this class are assigned a designated route and perform work according to standard practices and procedures. Work is performed under the general supervision of the Senior Water Meter Reader, who checks work, both in the field, through record review and who handles problem situations. Reads water meters and records water consumption.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reads both dwelling and commercial water meters, either by entering the structure from the outside;
- Records the figures indicated by the meter dials on meter cards and then enter the figures in a log book;
- Reports meter malfunctions to the Meter Installation Unit;
- Reports unusual conditions, such as water leaks, improper diversion of water, or unauthorized pipe connections to the proper authorities;
- Leaves doorknob cards whenever structure cannot be entered in order for consumers to make appointments for a reading or report the meter reading themselves;
- Assists in the training of new personnel;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to read meters and measuring devices;
- Ability to deal effectively with others;
- Ability to understand and independently carry out simple oral and written directions;
- Ability to work outdoors under all climatic conditions;
- Ability to keep simple records;
- Ability to learn the geography of the city;
- Ability to lift a minimum of fifty (50) pounds;
- Honesty;
- Dependability;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Ability to read and write.

Revised: 1955
4/16/80
5/21/08
1/6/16