

POSITION DESCRIPTION

Class Title: Meter Reader

Department: Public Works & Utilities

Grade: Admin - II

Date: February 11, 2003

Salary: Pay based on Experience

GENERAL PURPOSE:

Performs routine clerical and semi-skilled utility work in the reading and operation of utility meters, to include but not limited to, installation of new meters, repair of MXU's, repairing broken service lines and other work associated with the AMR system and system components.

SUPERVISION RECEIVED:

Works under the general supervision of the Office Manager through the Director of Public Works and Utilities.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Traverses assigned routes and takes AMR readings of all meters, inputs data into a lab-top computing 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.

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

Performs cut-on cut-offs of services, and rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption.

Performs pressure checks as may be deemed necessary.

Assists in the maintenance and repair of meters; replaces defective meters; tests meters for accuracy and replaces service lines when broken, damaged or other circumstances that requires replacement.

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.

Assists other maintenance workers in repair of system leaks, water main breaks, and sewer back-ups associated with the collection and distribution systems.

Assists billing office and the Director of Public Work's & Utilities in data collection for required reports, surveys and other work as may be assigned.

Prepares reports as instructed.

Serves as a member of various employee committees.

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

- (A) Graduation from an accredited 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 difficult customers.

SPECIAL REQUIREMENTS:

Possess a valid Georgia State Driver's License, and CDL License within 90 days of appointment.

State Certification in Collection & Distribution as required by GRWA, AWWA and/or DNR

TOOLS AND EQUIPMENT USED:

Lap-top computer and other devices to include but not limited to hand tools, calculator, portable or mobile radio. Additionally, light hand tools and small motorized equipment to include but not limited to shovel, pick, mower, weed-eater, tractor, from time to time as trained and instructed.

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 100 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 with varying ambient conditions such as excessive heat and extreme cold. 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: 02/11/2003

Revision History:

- Revised: 01/30/2014
- Revised: 08/13/2019