

## POSITION DESCRIPTION

Position Classification: Water Meter Reader	Union Status: AFSCME
Department Division: Water Department	FSLA Status: Non-Exempt
Salary Range:	Employment Status: FT
Revision Hist: 8/98	

### GENERAL PURPOSE/SUMMARY

Responsible for servicing and maintaining approximately 3,600 City water service accounts. Must be able to read 1,700 to 1,950 meters within a nine day period each month, with all meters read during a 2 month cycle, the meter reader will be required to walk approximately 1 to 6 miles per day and drive a City vehicle 1 to 15 miles per day. Other duties include the repair of meters in the shop and the field; maintenance of service areas by clearing the meter boxes of soil, rubbish, grass and shrubbery; turning on of new services and the shut-off of services; investigation of high water bills and water consumption; working with the Finance Department in the shut-off and turning back on each month of delinquent accounts; flagger for traffic control work with field crews; take water samples; and drive single axle dump truck; and other duties as directed by the Water Department Foreman.

Water Meter Readers have frequent, daily contact with other City employees, including: Engineering, Utility Billing, Street Crews. Additionally, the Meter Reader is in constant view of the public and required to answer questions about the work, City functions, providing directions, and other general information to the general public. Tact, courtesy, and good judgment are required to respond to questions, comments and complaints in a professional manner, keeping with the City's philosophy of service to the citizens.

### SUPERVISION RECEIVED

Works under general guidance and direction of the Water Department Foreman.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Water Meter Reader is accountable for the accurate reading and maintenance of meters within the City's distribution system.
- Knowledge/skills/abilities; knowledge of the types of meters, tools, and repair equipment currently in use by the City.
- Skill in the use and care of tools and materials used in maintaining and repairing meters.
- The duties listed herein 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.

### WORK ENVIRONMENT & EQUIPMENT OPERATED

Reading Meters requires considerable physical activity and outdoor work, often in inclement weather. Some meters are located in vaults or other difficult access areas. Physical and the ability to sufficiently perform manual labor for extended periods under dirty and uncomfortable situations, and in all types of weather. Climbing, stooping, walking and heavy lifting are also required on a daily basis.

The noise level in the work environment is usually moderate. The employee is occasionally exposed to risk of electrical shock.

### DESIRABLE KNOWLEDGE, SKILL AND ABILITY

Ability to work with limited supervision. Ability to inspect meters and connections for defects, damage and unauthorized connection use; and report findings to supervisor. Ability to express clearly and concisely, in oral and written reports. Ability to establish and maintain effective relationships with co-workers, the public and supervisor. Ability to legibly maintain and keep accurate records. Ability to drive and operate a pickup/box dump truck. Ability to utilize microcomputing devices, calculator, portable or mobile radio. Ability to read and understand written instruction. Ability to complete accurate mathematical calculations. Ability to safely lift and maneuver heavy objects (weighing between 5 and 80 pounds). Ability to walk between 1 and 6 miles on a continuous basis. These distances may be exceeded on occasion. Ability to respond to questions, comments, and complaints from citizens in a calm, professional matter. Ability to maintain assigned tools and equipment. Ability to be accurate in reading meters and maintain books according to City Standards.

### SPECIAL REQUIREMENTS

- Possession of a Washington State driver's license.
- Must be able to obtain a Class B combination license within 30 days.
- State of Washington flagger card within six months of hire.

### 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 required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or

PAGE 3

operate objects, tools, or controls. The employee is required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

#### SELECTION GUIDELINES

Formal application, oral interview and reference checks; and job related tests may be required. A minimum of a high school education or GED equivalent.

The job description for the position of Meter Reader does not constitute an employment agreement between the employer and requirements of the job change.