

METER READER

GENERAL DESCRIPTION: Performs intermediate field clerical work in reading water meters and recording consumption. The main responsibility of positions in this class is the accurate reading and recording of water consumption of utility customers. The work includes keeping records on standard forms so that billings can be made properly. Employees follow designated routes, receive specific work instructions and refer unusual questions to the Meter Department Supervisor.

ESSENTIAL FUNCTIONS OF THE JOB:

- Reads water meters on an assigned route and records readings;
- Makes inspections to see that meters are functioning properly and reports any defects to a superior;
- Connects and disconnects meters, transfers water service;
- Works cut off list;
- Conducts meter checks, re-reads;
- Occasionally participates in the installation of meters;
- Walks for extended periods to read water meters;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough working knowledge of the geography and street location of the Town and Washington County service area; ability to write legibly; ability to make simple mathematical calculations rapidly and accurately; ability to establish and maintain effective working relationships with the general public; good health and physical condition to permit walking all day under varying climatic conditions.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED and some experience in work providing familiarity with a water system or equivalent; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possession of a valid Tennessee Driver's License.

OTHER REQUISITES: Working hours will vary in schedule according to the workload. From time to time, the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

Environmental Requirements: Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 03

Non-Exempt

August 2022