

WATER METER READER

DEFINITION:

Under general supervision of the Water Distribution Supervisor, reads domestic, commercial, and reclaimed water meters.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential to this class and may include, but are not limited to the following:

Walks or drives a vehicle to locate and read domestic, commercial, and reclaimed water meters; reads meters manually and operates a digitized hand held device to read and record related data; performs re-reads; enters, retrieves, and transfers water meter readings and routes information using a computer and hand-held reading device; changes routing to increase efficiency of reading; prepares field calibrations of meters; reports readings that are questionable; reports malfunctioning meters and evidence of tampering; removes dirt and other materials that block access to the water meter; meets customers and answers routine questions; makes minor repairs to meters in the field; as directed, turns service off for nonpayment of charges or turns services on or off for new occupants; installs hangs tags for nonpayment and leak checks; may install or remove water meters; assists other positions or work units with various support assignments such as in the maintenance and repair of water systems facilities; works on special projects on an as needed basis and performs other related duties as assigned. Position may be required to work shifts, weekends and/or holidays

QUALIFICATIONS:

Training and Experience: High school graduation or equivalent plus one year of experience meeting and dealing with the public.

Licenses and Certificates: Must possess a valid California Class "C" driver's license at the time of employment. Ability to obtain a California State Department of Health Services Water Distribution Operator Grade I or Grade II Certificate within eighteen (18) months of employment is highly desirable.

Knowledge, Skills and Abilities: knowledge of: basic mathematics; safety precautions and practices necessary when working with tools and equipment; customer service techniques; Skill to: accurately read gauges and record the figures; read meters accurately, rapidly and within department standards; make simple math computations rapidly and accurately; use a variety of hand tools and tools related to the position's duties assigned such as a personal computer and hand held devices; Ability to: walk considerable distances and drive a vehicle over prescribed routes; learn the geography of the City; establish and maintain effective working relationships with the public; read, write and communicate in English at an appropriate level; learn basic computer operations; lift and/or move heavy objects safely; ability to establish and maintain effective working relationships with co-workers and public; understand customer complaints and provide satisfactory explanations; carry out oral and written instructions

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee is frequently required to operate various types of equipment, stand, walk, use hands to handle or operate objects, tools, or controls; reach, climb, balance, stoop, kneel, crouch or crawl; hear, talk, smell; and frequently use arms, legs and back to lift and/or move up to 100 pounds. The position requires specific vision abilities, including close vision, distance vision, and the ability to focus on small objects. The employee regularly works outdoors and may be exposed to variable weather conditions; regularly work near moving vehicles. May be exposed to wet and/or humid conditions, fumes, smoke and/or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The noise level in the environment is usually moderate to loud.