

WATER METER READER

FSLA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general supervision of the Utilities Superintendent, primarily reads all water meters within the city's designated service area, with minimal supervision.

DUTIES-EXAMPLES OF WORK

Operate and provide basic daily checks on assigned vehicle; records all water meter or remote touch pad readings in designated daily routes; reports obvious system deficiencies to supervisor; communicate with water billing personnel on route changes and billing questions; performs re-reads as needed; works with utilities crew as time permits, performs other related duties.

QUALIFICATIONS

Working knowledge of the operation, care and basic maintenance of meter reading equipment.

Working knowledge of meter reading locations and routes.

Ability to learn basic utility operations and repairs.

Ability to make accurate readings and keep accurate records and reports.

Ability to communicate effectively verbally and in writing and to act quickly in problem situations.

Ability to follow moderately complex written and verbal instructions.

Ability to exercise sound judgement.

Ability to establish and maintain effective relationships with other employees and the general public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to stand, walk, sit, ride, climb, bend, kneel, twist, reach, grasp, push, pull and perform similar body movements.

Ability to talk and hear in person, by telephone and two-way radio.

Ability to see and read instructions, hazardous warnings and manuals.

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EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school or GED.

SPECIAL REQUIREMENTS

Possession of valid drivers license, Class B CDL, with air brake endorsement is recommended.