
METER READER

NATURE, CLASS, MINIMUM QUALIFICATIONS, LICENSES AND NOTES:

NATURE OF WORK

This position is fieldwork reading water, gas, and electric meters and recording readings using a hand held computer.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its emphasis on utility meter reading.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma, and two years of experience in public contact work, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work requires physical strength and agility.

Work requires performance of tasks outdoors under varying climatic conditions.

Work involves extended periods of walking, bending, and stooping.

EXAMPLES OF WORK:

ESSENTIAL JOB FUNCTIONS

Reads electric, gas, and water meters on assigned routes and records readings using a hand held computer.

Verifies unusually high or low readings by confirming reading and meter number and reports unusual situations to supervisor.

Checks to see that electric, gas, and water meters are registering properly.
Records in computer or reports to supervisor on conditions such as service theft, stopped meters, and meters needing maintenance, and hazardous conditions including downed power lines or gas leaks.
Follows established safety guidelines regarding bad dogs, access to meters, personal safety, and hazardous conditions.
Digs out water meter boxes. May perform other maintenance duties as needed.
Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Refers customer inquiries and complaints to appropriate department.
Performs other related duties as assigned.

SELECTION FACTORS:

Knowledge of City and County geography.
Knowledge of computers and relevant software.
Knowledge of occupational hazards and safety precautions of working with electric and gas meters.
Ability to maintain good public relations under sometimes difficult circumstances.
Ability to write legibly.
Ability to perform basic arithmetic calculations.
Ability to work effectively with co-workers and the general public.

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

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