

MAJOR FUNCTION

This is routine fieldwork in reading electric, gas, and water meters and recording consumption on an assigned route. The main responsibility in this position is for the accurate reading and recording of electric, gas, and water consumption of utility customers. Receives specific work instructions, and refers unusual questions to a superior for decisions. Work includes frequent public contacts, and employee sometimes serves as a public relations representative, which the employee must meet with patience. Work is performed under the supervision of the Meter Reader Foreman, and the work is reviewed through observation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reads electric, gas, and water meters on an assigned route and accurately records findings. Retains responsibility for the electronic equipment assigned for the purpose of recording meter reading information, and ensures that the equipment is kept from damage or loss. Maintains records of meters read, and reports meters not accessible for reading. Determines consistency of meter readings, and reports unusual conditions to Senior Meter Reader. Ensures that meters are registering properly; and reports to Meter Reader Foreman on such conditions as meters being dead, upside down, running backwards, and electricity, gas, or water being used without going through the meter, and other defects or suspicious conditions. Performs related work as required.

Other Important Duties

Participates in developmental/training activities as directed. Refers unusual questions to superior for handling. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of City streets and service areas. Ability to understand and operate electronic devices used to record meter readings and other information concerning the condition of meters in service at specific addresses. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to walk long distances daily.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of labor-intensive work experience or two years of work experience involving customer or public contact. Directly related experience may be substituted on a year-for-year basis for the required education.

Note: This position requires strenuous or extensive outdoor activity under all weather conditions.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

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