

City of Clinton
Job Description

JOB TITLE: Meter Reader

Exempt (Y/N): No

Location: Public Works

Supervisor:

Salary Level/Range:

Shift: 8-hour with some evenings and weekends

Department: Public Works Water

SUMMARY: This is a responsible field work in reading water meters and accurately recording the readings.

Work involves going from house to house or businesses on an assigned route and reading and recording the accurate meter reading of water consumption. Duties include keeping such records according to established forms so that billing can be made properly. Employees follow a designated route, receive specific work instructions and refer unusual questions to a superior for decision. Work is usually performed on foot in conjunction with the operation of a light vehicle. Work is Supervised by a meter reader supervisor or department head. Work is reviewed through observations, accuracy of work and records of meters read.

Illustrative Examples of Work:

(Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Reads water meters on an assigned route or upon special instructions and records the meter readings of water consumption.

Keeps records of meters read and reports those meters not accessible for reading; broken or damaged meters; and meters which appear to have been tampered with.

Checks to see that meters are functioning properly and reports any defective meters or unusual situations to a superior.

Reports newly vacated residences or businesses which may be a problem in collecting the balance due.

May assist in replacing and repair of defective meters.

Turns on service to new and previous customers; and turns off, locks and leaves notification of such action to delinquent customers.

Documents all work performed by completing work order forms.

Performs other duties as assigned.

Desirable Knowledge, Abilities and Skills:

Some knowledge of or ability to learn the geography and street locations of the city.

Some knowledge of or ability to learn the water distribution system service line installation and construction.

Some knowledge of the occupational hazards involved in the work in the proper safety precautions for the safe performance of the job.

Ability to write clearly and legibly to prepare and maintain work records and reports of a routine nature.

Some knowledge of English and ability to use reference materials and maps of City street and water distribution system.

Physical strength and agility sufficient to perform light manual labor, such as walking and meter installation, for extended periods and at times under unfavorable weather conditions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to deal courteously and tactfully with the public.

Ability to understand and follow oral and written instructions.

Must have and keep valid Mississippi vehicle operator's license.

Desirable Education and Experience:

Completion of the tenth (10) grade in school and at least six (6) months experience in some position where duties involved meeting and dealing with the public on a regular basis.