



Water Meter Reader

Job Specification
Classification: Competitive
Series: Meter
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is first level of the Meter series and is responsible for reading meters on assigned routes. Responsibilities include scheduling work orders; posting notices; preparing bills for customers; and maintaining equipment. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Reads meters and records readings in appropriate systems; completes assigned routes.
- Sorts, prepares, and mails bills to customers; makes copies as needed and fills in at billing office when needed.
- Notifies customers, property managers, realtors, and billing office of consumption increases; schedules work orders for installation of new accounts and removal of meters on inactive accounts.
- Schedules vehicle maintenance for assigned vehicle and maintains log of use and repair.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Water meters and billing machine operations;
- Customer service principles when helping with complaints from billing office;
- Department operations and functions;
- Meter installation procedures;
- City geography and assigned routes.

Ability to:

- Read water meters;
- Follow oral and written instructions, policies, and procedures;
- Keep logs of vehicle use and maintenance;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and 1 year of work experience.

Licensing Requirements: Valid NYS driver's license appropriate for the vehicles to be driven.

SPECIAL NECESSARY REQUIREMENT: None

Classification history:

Adopted:

Revised: 3/20/2012