



METER READER

Summary

Under supervision of the assigned supervisor, performs field clerical and minor maintenance work in the reading and repair of water meters and meter testing equipment. Some minor supervisory work may be associated with this position.

DUTIES AND RESPONSIBILITIES

A. Meters (85%)

- Reads water meters as assigned using standard operating procedures and records readings.
- Makes special readings and investigates complaints as directed by supervisor, reporting results of same and explaining computation of bills to customers when necessary.
- Checks the accuracy of meters and reports any defects to the billing office.
- Determines consistency of meter readings in the field, checks for leaks and reports unusual cases.
- Removes and resets water meters when service has been discontinued or renewed.

B. Maintenance (5%)

- Performs minor field and shop maintenance and repairs on meters.
- Maintains and accomplishes minor repairs on fire hydrants and meter testing equipment.

C. Cut-Offs/Cut-Ons (10%)

- Performs cut-offs, cut-ons and posts customers for delinquent accounts.

D. Performs other reasonably related duties in a safe manner as assigned by immediate supervisor and other supervisors.

JOB SPECIFICATIONS

Qualifications:

- Must have an educational level equivalent to high school diploma.
- Must possess a valid driver's license and have an acceptable driving record.
- Must possess an Alabama Grade I Water certification or be able to pass the certification exam within a 12 month period, depending on the ADEM testing schedule.

Knowledge, Skills, and Abilities:

- Knowledge of traffic laws, ordinances and rules involved in the operation of motor vehicles.
- Knowledge of occupational hazards and applicable safety precautions in working around traffic.
- *Considerable knowledge of the geography and street locations of City of Northport and surrounding areas.
- Ability to read and write legibly.
- Ability to make simple mathematical calculations rapidly and accurately.
- Ability to diagnose plumbing defects.
- Ability to accomplish the work assigned in a neat and efficient manner.
- Ability to maintain an effective and harmonious working relationship with other employees and citizens.
- Ability to operate, load and unload handheld by using a personal computer.
- Ability to meet deadlines.
- Skill to operate a computer.
- Must maintain regular attendance on the job.
- Must be able to work on-call and overtime as necessary.

Physical Characteristics:

- Physical ability to walk for long periods of time under varying weather conditions.
- Physical ability to enter and exit frequently a motorized vehicle and to move in and around various types of terrain in all types of climatic conditions.
- Have strength to lift equipment and devices weighing more than 50 pounds.
- Hear well enough to carry on a normal conversation.
- See well enough to obtain water usage information and enter it into a hand held meter reading device.

*May be learned on the job.