

CITY OF VERSAILLES
POSITION DESCRIPTION

Class Title: Meter Reader

Department: Public Works

Supervisor: Senior Meter Reader

Supervises: None

Class Characteristics: Under general supervision, serves as meter reader; connects, disconnects and reconnects meters; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Reads meters on assigned routes on a regular basis; checks meters for accuracy; performs re-reads as requested; performs final-bill readings as requested.
2. Disconnects services for non-payment; reconnects services when requested.
3. Assists Senior Meter Reader with handling problems and complaints as requested.
4. Performs preventive maintenance duties on vehicle; cleans and maintains vehicle and hand tools.
5. Assists other departments/divisions with other duties as requested, many of which are not related to job classification.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by one year work experience. (See also Certification Requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, the location of meters throughout the service area.
2. Knowledge of, or ability to learn, the geography of the service area,

including location of streets, roads and meters.

3. Knowledge of work hazards and applicable safety precautions associated with tools and equipment.

4. Knowledge of, or ability to learn, federal and state laws and administrative regulations and local policies and procedures governing assigned duties, including confined space legislation.

Skills:

1. Skill in the use of hand tools.
2. Skill in relating to citizens.

Abilities:

1. Ability to read meters accurately; ability to remember the location of meters throughout the system.
2. Ability to establish and maintain effective working relationships with other employees and the general public.
3. Ability to walk long distances and remain outdoors for extended periods of time, regardless of weather conditions.
4. Ability to understand and follow oral and written instructions.

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of job covered specifically, but must also use own judgment.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing work.

Review of Work: Work is not reviewed, except that reports generated from data collected are reviewed.

Analytical Requirements: Duties are of a routine nature.

Physical Demands of the Job: Work is performed outdoors for extended periods of time during all weather conditions, requiring walking long distances each day; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; exposed to high places, confined spaces, and must use stairs and ladders; must operate vehicle regardless of weather conditions.

Tools and/or Equipment Used: Vehicle, pipe wrench, hand pump, tube, small hand tools.

Contacts: Public and internal contacts requiring tact and diplomacy are

requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain valid driver's license issued by the Commonwealth of Kentucky as a condition of employment and continued employment in the class.

Certification Requirements: Must obtain Water Distribution License, up to and including Class III, within one year after meeting experience requirements as a condition of employment and continued employment in the class.

Overtime Provision: Non-exempt.