



Meter Reader 2

Category: Classified
Pay Grade: C18
Job Code: 17012

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs field and administrative work to support unit supervisor's overall unit responsibility for reading water and sewer meters and recording consumption using electronic meter reading activities; assists unit supervisors in scheduling and assisting to ensure that the unit accurately reads and records water consumption of utility customers; assists the Meter Reader Supervisor in scheduling of routes, coding, classifying new accounts, troubleshooting in the field for over reads, high readings, and difficult to find meters, obtaining commercial readings, and other special assignments; maintains occasional public contact in receiving complaints and making simple investigations and explanation of them; provides guidance, training, and assistance to the Meter Reader 2 and Meter Reader 1 employees in fieldwork; assists the supervisor to coordinate meter reader group activities and serves as an acting supervisor.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Operates hand held electronic meter reading devices and inputs meter locations and reads instructions to update customer files;
- Reads water and sewer meters for special wholesale accounts and records readings;
- Performs starts and stops of utility accounts;
- Examines meter installations for leaks and improper registration of consumption, reports faulty meters, and inspects visible plumbing for water leakage;
- Diagnoses errors or technical problems through visual inspection and determines proper solution;
- Manages onsite repairs, installation, and tests;
- Answers consumer inquiries concerning water consumption;
- Assists in coding of new accounts with the office and assists in verifying service addresses;
- Assists field service personnel in the location of service addresses and trains and may assign the work of meter readers;
- Performs the duties of section chief in the absence of the supervisor;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in field and investigative work that includes meter reading or comparable tasks that includes lead worker experience or supervisory training; or two (2) years of technical or college level training or courses plus one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

- Sufficient physical strength and agility to permit walking all day under varying weather conditions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of geography and street locations of the County;
- Knowledge of rate structures, billing rates classifications, policies, and procedures of County sewer districts;
- Knowledge of County utility billing practices and procedures.
- Ability to make minor decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures;
- Ability to apply computer applications and software;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to accurately read water meters using electronic devices;
- Ability to conduct research;
- Ability to make simple arithmetical calculations rapidly and accurately;
- Ability to learn routine data entry functions;
- Ability to maintain effective public relations;
- Ability to read maps;
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.

- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.