

## CITY OF LINCOLN

### Meter Reader

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

#### **DEFINITION:**

Under general supervision, performs skilled and semi-skilled work in the reading of water meters, recording consumption; identifying water meter equipment problems; installs new meters as required and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Meter Reader**

The **Meter Reader** is an entry-level class that allows the incumbent to develop journey level knowledge and abilities. Initially, under direct supervision, incumbents perform the more routine and less complex support assignments in the installation and servicing of water meter repairs and maintenance. An incumbent may advance to the Water Technician I/II level after gaining experience and demonstrating a level of proficiency that meets the qualifications of Water technician class. Since this class can be used as a training class, employees may have only limited related work experiences.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Meter Reader**

Receives immediate direction and guidance from the Water Quality Supervisor. May receive functional and technical supervision from a Water Technician II. Incumbents in this classification do not exercise supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- \* Performs skilled and semi-skilled work in the operation and maintenance of the City's water meters.
- \* Reads water meters on assigned routes and records readings and makes necessary calculations.
- \* Checks to determine consistency of meter readings and reports unusual cases to supervisor.
- \* Verifies that meters are registering properly and reports defects to supervisor.
- \* Reports violations of rules and regulations governing water consumption.
- \* Identifies addresses for new water utility billings.

- \* Responds appropriately to citizen inquiries and complaints.
- \* Assists in evaluating new meter products and provides input as to changes in current devices.
- \* Identifies cross connection control contamination sources.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment and drive motorized vehicles.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Meter Reader**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Meter Reader**

One year of experience involving public contact in the field or in an office environment dealing with customer service issues. Some experience in reading and installing water meters and in utility billing and a high school diploma or equivalent.

**License/Certificate:**

Possession of a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

City streets and addresses; a knowledge of meters and meter equipment and their functions; public contact and customer service techniques and principles; proper lifting procedures; methods and techniques for recordkeeping; basic principles of mathematics; occupational hazards and standard safety procedures.

**Ability to:**

Perform light construction activities; learn City billing procedures and policies on water utility; maintain a variety of records; work in extreme conditions and environment, including confined spaces; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely; both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Identify meter irregularities and recommend how they can be corrected; operate City equipment and record findings; present reports and make condition assessments to management.

**Salary Range:** Range 6  
**FLSA:** Nonexempt  
**Employee Group:** Classified  
**Adopted:** 11/12/2003