

METER READER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve reading electric and water meters and accurately recording consumption of domestic and industrial users. The work is performed according to established routine under general supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Reads electric and water meters at both commercial and residential installations;
- Keeps accurate records of readings and makes basic consumption calculations;
- Checks variations in readings;
- Reports defective meters, leaks or unusual circumstances to supervisor;
- Disconnects & re-connects meters;
- Reports customer complaints and cases on inability to pay bills;
- Resets demand dials on electric meters and reseals meters;
- Remove & reset remote water meter devices & electric metering devices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of electric appliances, electrical power meters and units of power measurement, good knowledge of the geography of the municipality; ability to make simple settings of meters; ability to read simple meters and measuring devices; ability to follow oral and written directions; ability to make simple arithmetic calculations; courtesy and tact; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma, and one year of experience in a position involving public contact such as: bill collector, sales person or meter reader; or any equivalent combination of training and experience.

Competitive Class

Adopted: 7/14/05 Personnel Officer