



Tuolumne Utilities District
Job Description
METER READER

POSITION:	Meter Reader	DEPARTMENT:	Water Distribution
REPORTS TO:	Water Master	FLSA Status:	Non-exempt
PAY RANGE:	27	DATE PREPARED:	April 2015
INCUMBENT:			

General Description:

Under direct supervision of the Water Master, reads and records water meter readings; assists in customer notification; may assist in controlling traffic; performs other related work as required.

Essential Functions –*Essential responsibilities and duties may include, but are not limited to, the following:*

- Walks or drives company vehicle over established routes and takes readings of meter dials and enters readings into computer data storage recorder.
- Inspects meters and connections for defects, leaks, malfunctions, possible cross-connections and unauthorized connections.
- Communicates irregularities for necessary action into handheld unit for future action by maintenance department and/or distribution operators.
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Assists with meter change outs to radio meters and locations.
- Responds to requests for meter turn-ons and turn-offs.
- Maintains vegetation around meter boxes and keeps accessible and visible.
- Answers questions and informs customers in matters dealing with observed leaks, service problems and general information in a tactful manner in order to enhance customer relations; refers customers to the appropriate department or individual.
- Enters information into computer.
- Performs other duties as required.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Basic arithmetic and recordkeeping.
- Basic geography of the District's service area.
- Safe work methods as related to the job.

Ability to:

- Read and transcribe numbers accurately. Perform basic math calculations. Ability to count and measure.
- Obtain the skill required to use and operate a Syscon hand-held computerized data-recording device and GPS equipment.
- Troubleshoot faulty meters and leak locations.
- Deal tactfully and courteously with the public.
- Understand and follow oral and written instructions.
- Use hand and power tools.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work in adverse weather, including snow, heat and rain.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Bend and kneel several hundred times a day.
- Assist in controlling traffic to facilitate the repair, replacement, operation and maintenance of District facilities.
- Maintain tools and equipment.
- Read road maps, system diagrams, instructions, work orders, safety and operation manuals, letters, reports, memos and messages.
- Write memos and messages; fill out forms, reports, and documents.
- Communicate all hand signals related to construction operations.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. Stand and walk for extended periods. Walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments. Lift, push, pull and carry up to 50 lbs. Kneel, stoop, bend and squat. Use hands to finger, handle, or feel objects, tools and controls. Drive a vehicle in all weather conditions. Deal with aggressive animals and exposure to poison oak. The noise level in the work environment is usually moderate. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow and ice to 100°F.

Inside: Seldom works indoors in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.

Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

Other Requirements:

Education/Certification:

- High school diploma or the equivalency.
- Possess a valid California driver's license and have a satisfactory driving record and be insurable by the District.
- Must complete Distribution coursework, or District approved equivalent, within 1 year of appointment.
- Must obtain California Water Distribution Certificate, Level 1, within 18-months of appointment.

Work Hours:

7:00 AM to 3:30 PM; five consecutive workdays. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed this job description and agree to obtain or maintain any job specific requirements.			
_____	_____	_____	_____
Supervisor's Signature	Date	Employee's signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			