



Tuolumne Utilities District
Job Description
Senior Meter Reader

POSITION:	Senior Meter Reader	DEPARTMENT:	Finance
REPORTS TO:	Water Master		
PAY RANGE:	29	DATE PREPARED:	March 2003
INCUMBENT:			

General Description:

Under supervision of the Customer Services Supervisor, reads and records water meter readings; coordinates and assists with customer notifications and collection of delinquent accounts; assists in coordinating and maintaining meter reading schedules for all Meter Readers; may assist in controlling traffic to facilitate the repair, replacement, operation and maintenance of District facilities; performs other related work as required.

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

- ♦ Read water meters and record readings.
- ♦ Troubleshoot and report meter leaks and malfunctions.
- ♦ Coordinates responses to and assists with requests for meter turn-on's and turn-off's.
- ♦ Coordinate and perform customer notification and collection of delinquent accounts.
- ♦ Prepares monthly meter read reports.
- ♦ Assists with coordinating and maintaining meter reading schedules for all Meter Readers.
- ♦ Assists with GPS of district's remote read meters.

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:

- ♦ All routes in the system
- ♦ Principles of basic mathematics.
- ♦ Safe work methods and safety precautions as related to the job.
- ♦ All meter reading routes, meter locations and account billing schedules.

Ability to:

- ♦ Read and transcribe numbers accurately.
- ♦ Use and operate a hand-held computerized data-recording device.
- ♦ Maintain sequencing of meter reading routes and adjust hand-held computerized data-recording device.
- ♦ Troubleshoot for 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.
- ♦ Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- ♦ 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.
- ♦ Understand and carry out written and oral instructions.
- ♦ Communicate all hand signals related to construction operations.
- ♦ Perform basic math calculations. Ability to count and measure.

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 is regularly required to display verbal skills to effectively interface with other staff members and the public; sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; lift, push, pull and carry up to 25 lbs.; kneel, stoop, bend, squat, use hands to finger, handle, or feel objects, tools and controls, and drive a vehicle in all weather conditions.

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 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.

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

Other Requirements:

Education/Certification:

- ♦ High school diploma or the equivalency thereof.
- ♦ Possess a valid California driver's license and have a satisfactory driving record.

Experience:

- ♦ Five years meter reading experience with the District.

Work Hours:

7:00 a.m. to 3:30 p.m.; 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.