



Job Description

Meter Reader

Pay Grade: G02

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum of six (6) months of related experience.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Utilities

Direct Supervisor: Water Operations Supervisor.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Work is performed primarily outdoors.

Certification: Valid State of Florida driver's license.

Job Summary: Responsible for reading water meters and recording consumption along established routes.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Maintain and troubleshoot equipment for reading the meters including the laptop and its transmitter/receiver equipment, work truck, and tools.
- Complete service orders generated by the water office, which includes turning water off and on, investigating unusual consumptions, and determining transmitter and/or meter deficiencies.
- Drive and walk multiple established routes in all weather conditions.
- Work closely with the water office staff, reporting observations from the field.
- Respond quickly and professionally to requests from the office.
- Assist Water Distribution and Water Operations staff with locating meters.
- Work with customers, educating them about water consumption and simple steps to troubleshoot household leaks.
- Assist in training new meter readers as required.
- Maintain equipment, including tools and truck.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- General maintenance tasks and procedures.
- Streets and geography of the City.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.



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- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Work with customers and education about basics of water consumption.
- Perform manual labor under adverse weather conditions.
- Learn and retain skill in operation and maintenance of equipment and tools related to the position.
- Works outside extreme weather conditions with exposure to pets, animals, and the public.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.
- Talking 1: 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.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.



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- o Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 - o Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date