

METER TECH SAMPLE POSITION DESCRIPTION

Summary:

Locate, read and record readings of electricity or water and sewer utility meters for residential and commercial customers on assigned routes. Check and report unsafe or improper conditions in and about meter boxes, and report on defective meters; note meters which cannot be read for follow-up; check for and report vacant premises, and receive and report customer complaints.

This position represents the first level in the Meter Reader series. The position differs from the senior level in that it has no lead responsibility over other Meter Reader positions; nor does it perform field investigations to resolve reading irregularities or problems. The work of this position requires knowledge of local geography and street locations, and the methods, equipment and materials used in meter reading. Incumbents must be able to read and record data rapidly and accurately, make simple calculations, and deal courteously and effectively with the general public.

Although incumbents generally work independently in the field, procedures for doing the work have been established and instructions are provided. A number of specific manuals and instructional cards are available to assist the meter reader in locating meters and recording meter conditions. Incumbents exercise judgement in determining when damaged and unsafe meters should be reported to the supervisor. Contacts are primarily with personnel from within the department. Contacts with the public are generally incidental to the work except where required to locate or gain access to meters.

Examples of Work:

- Locates and reads residential and commercial utility meters on an assigned route; drives or walks to site; uses an access key or contacts designated person to obtain access key.
- Records readings and notes meters that cannot be read, are unsafe, missing, leaking, tampered with, or malfunctioning.
- Reports vacant homes and homes without meters for follow-up. Installs new meters and re-sequences routes when necessary; updates or originates access information on reading and instruction records.
- Tests and monitors meter operation to ensure meters are functioning properly, as needed.
- Receives and reports complaints from customers concerning utility consumption readings, costs or consumption concerns.
- Shows new meter readers how to read a route including meter access and recording of reading.
- Removes water and debris from meter boxes when necessary to allow for proper access.

- Reads residential or commercial meters as assigned for closing bills.
- Reads "look-up" routes to verify reading reported or to make second attempt to read unread meters.
- Performs other related duties of a comparable level/type as assigned.

Work Environment/Physical Demands:

Required to stand, walk, crawl, climb, or bend for extended periods of time. Required to work outdoors in all types of weather, and on all kinds of terrain. Required to work in potentially hazardous environments, such as near high voltage equipment, construction areas, dark basements or industrial compounds. Occasionally exposed to dog attacks, abusive customers or insects.

Minimum Qualifications:

Entry level position. No specific type or amount of education or experience is required.

Licensing and Other Requirements:

Current driver's license or evidence of equivalent mobility.