

**CITY OF STUART
JOB DESCRIPTION**

Title: METER READER

Department: Public Works Distribution and Collection Team

Job Code: 8050

Grade: I10

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the direction of the Team Leader II, and the general direction of the Assistant Public Works Director, performs technical work in the reading of water meters and recording of water consumption. Work includes the manual or electronic recordings of meter readings, and the usage of computers to enter all readings and codes. Work involves the incumbent to spend prolonged periods of time outdoors and involves considerable amounts of walking. Work is reviewed through observation and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Locates and reads industrial, commercial and residential meters on an assigned route; enters reading in electronic data recorder; clears mud and debris from meter cases.
2. Operates hand held computers; inspects meters for damages and tampering; replaces old water meters or ones that have ceased to work.
3. Repairs and exchanges water meters to working condition.
4. Reports vacant residences where service has not been disconnected and questionable reading too superior.
5. Installs meters and meter boxes and turns system on and off as required.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from

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assigning specific duties not listed herein if such functions are a logical assignment of the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by water certification; or an equivalent combination of training and experience.

Must possess a valid Florida Driver's License.

B. Knowledge, Abilities, and Skills:

Knowledge of street locations in the service area.

Knowledge of tools needed to install and to make repairs to water meters and boxes.

Ability to read water meters accurately and rapidly.

Ability to maintain accurate and complete work records.

Ability to perform simple arithmetic calculations.

Ability to work effectively with other employees and the general public.

Ability to work near animals, namely dogs.

Skilled in the operation of motorized vehicles under adverse conditions.

C. Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, kneeling, stooping, working in confined spaces, stretching, reaching and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; Tasks involve the frequent use of eye hand coordination and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment.

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D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires depth perception and discrimination.
Task requires visual perception and discrimination.
Task requires sound perception and discrimination.
Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee