

# METER READER 1

Job Code	Pay Grade
17000	CL6

## Nature of Work

This is meter reader field and related clerical work that requires reading water meters and recording consumption using electronic meter reading devices for jurisdictions serviced by the county utility system. An employee in this class is responsible for accurately reading and recording customers' water consumption. The incumbent starts and terminates water service accounts. Incumbent operates and reads electronic devices requiring some data entry of codes, conditions, and comments. Ordinarily, employees follow designated routes, receiving specific work instructions, and referring unusual questions to a superior for decision. Work includes occasional public contact in such matters as replying to requests, receiving complaints, and making simple investigations and communication on assignments. Accuracy of meter reading is subject to check by comparison with past reading. An employee in this class may be promoted to the Meter Reader 2 class upon completion of the criteria outlined in the career ladder guidelines and the approval of the department director. The incumbent reports to a manager, supervisor or designee.

## Minimum Qualification Requirements

- 1 year of experience in public contact related work; or
- 1 year of post high school technical or college level courses; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line nonsupervisory career ladder position within the same organization or department.
- Sufficient physical strength and agility to permit walking or driving all day under varying weather conditions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Operates hand-held electronic meter reading devices; inputs meter locations and reads instructions to update customer's file.
- Reads water meters on an assigned route and records readings on electronic meter reading devices, drives light automotive equipment and makes periodic stops for readings.
- Examines meter installations for leaks and improper registration of consumption; reports faulty or struck meters; inspects visible plumbing for water leakage.
- Prepares diagrams showing locations of meters in relation to building served.
- Identifies maintenance or equipment problems on customer accounts; performs minor field repairs on meters not requiring major overhaul or technical servicing.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the geography and street location of the county.
- Ability to apply computer applications and software.
- Ability to maintain effective public relations.
- Ability to make simple arithmetical calculations rapidly and accurately.
- Ability to understand and carry out oral and written instructions.

## METER READER 1 (continued)

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### Knowledge, Skills, and Abilities (continued)

- Ability to deal tactfully and courteously with the public.
- Ability to learn routine data entry functions.
- Ability to read maps.

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Revised	EEOC Code	Overtime Code
9/13	Service Maintenance	Classified