

METER READER, SENIOR

Job Code	Pay Grade
17012	CL11

Nature of Work

This is field and administrative work to support unit supervisor's overall unit responsibility for reading water and sewer meters and recording consumption using electronic meter reading activities. An employee in this class assists unit supervisors in scheduling and assisting to ensure that the unit accurately reads and records water consumption of utility customers and assists the Meter Reader Supervisor in scheduling of routes, coding, classifying new accounts, troubleshooting in the field for over reads, high readings, and difficult to find meters, obtaining commercial readings, and other special assignments. Work includes occasional public contact in receiving complaints and making simple investigations and explanation of them. An employee in this class will also be required, on occasion, to provide guidance, training, and assistance to the Meter Reader 2 and Meter Reader 1 employees in fieldwork. The Meter Reader, Senior assists the Meter Reader Supervisor to coordinate meter reader group activities and serves as an acting supervisor. The position reports to the Meter Reader Supervisor or designee.

Minimum Qualifications

- 3 years experience in field and investigative work that includes meter reading or comparable tasks that includes lead worker experience or supervisory training; or
- 2 years of technical or college level training or courses plus 1 year experience as described above; 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.
- Sufficient physical strength and agility to permit walking or driving all day under varying weather conditions.
- Other highly desirable knowledge, skills, abilities, and credential 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 files.
- Reads water and sewer meters for special wholesale accounts and records readings.
- Examines meter installations for leaks and improper registration of consumption; reports faulty meters; inspects visible plumbing for water leakage.
- Answers consumer inquiries concerning water consumption.
- Assists in coding of new accounts with the office; assists in verifying service addresses.
- Assists field service personnel in the location of service addresses; trains and may assign the work of meter readers.
- Performs the duties of section chief in the absence of the Meter Reader Supervisor.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of geography and street locations of the county.
- Knowledge of rate structures, billing rates classifications, policies and procedures of county sewer districts.
- Knowledge of county utility billing practices and procedures.
- Ability to make minor decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to accurately read water meters using electronic devices.
- Ability to conduct research.

METER READER, SENIOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to make simple arithmetical calculations rapidly and accurately.
- Ability to learn routine data entry functions.
- Ability to maintain effective public relations.
- Ability to read maps.

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Revised	EEOC Code	Overtime Code
9/13	Service Maintenance	Classified