

METER READER

# POSITION SUMMARY

Under the supervision of the Water and Electrical Superintendents, the Meter Reader is a non-exempt position under FLSA. The employee in this position performs skilled and semi-skilled work in connection with reading and maintenance of the city water and electric meters. This position performs manual tasks and must have the ability to operate various mechanical tools and light equipment. This employee should possess a mechanical aptitude, and effective communication and public relation skills.

# ESSENTIAL FUNCTIONS

Reads water and electric meters;

Performs water and electric service repair work; Performs daily utility connects and disconnects; Re-reads all meters that are in question;

Winterizes water meters;

Performs meter testing as required;

 Maintains the inventory of all meters;

Delivers delinquent water and electric notices; Maintains and prepares required reports and records; Responds to service complaints and requests;

Attends monthly Safety Meetings.

Works with Neighborhood Enforcement Officer to communicate any possible code violations with internal electrical/water systems

# MARGINAL FUNCTIONS

Assists other departments as the need arises;

Assists Electric, Water and Sewer Departments as needed

Performs other duties as deemed necessary or assigned.