JOB DESCRIPTION

METER READER

(Part-Time 32 hours/week year round and On-Call, up to 20 hours/week)

DEFINITION

Under direction of Customer Service Supervisor read, record and report readings of electric and water meters for the Billing and Collection Department, and perform related duties as assigned.

EXAMPLE OF DUTIES:

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E) Essential Duty; (M) Major Portion of Time.**

- Read residential and commercial meters for the electric and water utilities using hand-held computers. (E,M)
- Perform data entry in hand-held computers. (E,M)
- Identify and report any condition or malfunction of water and electric meters that would require repair. (E)
- Perform "upload/download" of meter routes and data using Enterprise 5000 software. (E)
- Check and re-arrange reading sequence for meter locations to improve reading efficiency. (E)
- Clean water meters and water meter boxes. (E)
- Perform duties of a Customer Service Representative and Utility Service Attendant in his/her absence on as "as needed basis", as assigned.
- Contact customers relative to meter location or access problems in person, by phone or in writing.
- Operate a City vehicle in daily performance of duties. (E)
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Customer relations' techniques.
- Computer operations.
- Safe driving and work practices.
- City Utility Ordinances and Resolutions
- State of California Public Utility Code

Ability to:

- Hear and see at a level sufficient to read gauges and dials and accurately record data. (E)
- Maintain harmonious and cooperative working relationships with other City employees and the public. (E)
- Work in weather conditions of extreme heat and cold and to tolerate dust, pollen wind and rain. (E)
- Perform manual labor and walk long distances on a daily basis. (E)
- Ability to repetitively lift 10 pounds on an ongoing basis. (E)
- Work well under pressure, be punctual and have regular attendance to meet established deadlines. (E)
- Perform duties in environments where animals may be present. (E)
- Organize and maintain accurate records.
- Use a personal computer for performing data entry and record keeping. (E)
- Calculate and record figures accurately and rapidly.
- Understand and carry out written and oral directions. (E).
- Communicate by radio to other field or office employees.

Experience:

- Meter reading for an electric or water utility preferred.
- One year of experience in a position requiring individual management of duties in a timely manner.
- Basic experience in computer skills preferred.

Education:

Equivalent to completion of twelfth grade.

Necessary Special Requirement:

Possession of a valid California Class-C Driver's License verified by current DMV records obtained at appointment of hire.

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