

CITY OF CARRIZO SPRINGS

Class Description: Meter Reader Technician

Class No.  
PAY GROUP:

OCCUPATIONAL CATEGORY:  
Service/ Maintenance

JOB TITLE: Meter Reader Technician

OBJECTIVE: To insure effective field operating in reading meters and maintaining a clean working area.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Water Department Supervisor
2. Directs: Does not supervise any employees.
3. Other: Has contact with other departmental employees and with the general public.

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position. Duties include accurately reading and maintaining water meters and assisting in good customer relations.

EXAMPLES OF WORK:

Reads water meters accurately monthly, checks questionable readings, and maintains a clean work area for meters;

Turns water on for new costumers or off for customers who voluntarily discontinue service and for delinquent customers;

Performs clerical work in connection with the processing of records of meter readings;

Submits records of defective meters and new replacement meters to appropriate city personnel for billing purposes;

Operates light truck and various hand tools in performing duties;

Distributes past due and other notices to utility customers as required; and

**Performs such duties as may be assigned.**

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Mechanical ability; ability to learn location of meters and how to read various types, to understand oral and written instructions, to make simple mathematical computations, and to maintain effective working relationships with other employees and good customer relations with the public; physical condition to permit extensive walking and working in adverse weather conditions. May also be exposed to high grass weedy areas and insects, such as bees, spiders, ants, and also scorpions, and snakes.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent and two years' work experience;

OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas motor vehicle commercial operator's license.

SUPPLEMENT TO JOB DESCRIPTION

JOB TITLE: Meter Reader

OTHER EXAMPLES OF WORK:

Vehicle Maintenance – Daily

Answer Customer Complaints (in the field) – Per work order.

Re-read Meters – Per Work Order.

Meter Maintenance – Per Work Order.

Turn On – Per Work Order.

Turn Off – Per Work Order.

Reading Meters – 15 Days per Month.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

**Signatures**

This job description has been approved by all levels of management:

City Manager\_\_\_\_\_

HR Director\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_