

## **METER READER I/II**

### **DEFINITION**

Under general supervision, performs meter reading, inspection and repair of meters, turns on and shuts off services; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is an alternately staffed class in which incumbents may be assigned to one of two levels, depending on experience, proficiency and the complexity of assigned duties.

**Meter Reader I** is the entry level class in the meter reading series. Initially under close supervision, incumbents learn District procedures and meter reading and repair methods and techniques. As experience is gained, there is greater independence of action within established guidelines. This class is alternatively staffed with Meter Reader II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meets the qualifications of the higher class.

**Meter Reader II** is the journey level of the class, fully competent to perform a variety of meter reading and repair duties. Positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

### **EXAMPLES OF DUTIES**

Following are examples of the essential duties of this class:

- Reads water meters on assigned routes; records data into a computerized meter reader; and operates vehicles in performing assignment.
- Performs rereads on misread or questionable readings; Tag delinquent customers and shut off delinquent accounts.
- Take pressure readings; Test and repair broken residential and construction meters, lids, boxes, and registers; perform shop maintenance.
- Respond to customer service inquiries.

### **QUALIFICATIONS**

The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of work activities as specified under Class Characteristics.

**Knowledge Of:**

Principles of meter operations, maintenance and repair.

Safe work methods and safety practices and precautions related to the work.

Basic business arithmetic and computer applications related to the work.

District billing policies.

**Skill In:**

Reading and accurately recording water meter readings.

Repairing meters and related hardware.

Dealing tactfully and courteously with the public, often in difficult or strained circumstances.

Working independently without immediate supervision.

Establishing and maintaining effective working relations with coworkers and customers

**Education and Experience:**

Meter Reader I: Equivalent to graduation from high school.

Meter Reader II: In addition to the requirements listed above, one year of experience in a position equivalent to the District's position of Meter Reader I.

**Other Requirements:**

Must possess a valid California driver's license.