

METER READER - 1401

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate semiskilled work locating and reading electric and water meters; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crawling, walking, pulling, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and hazards.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reading electric and water meters and recording usage; assisting with field work; initiating and terminating service; preparing and maintaining files and records.

Uses hand held meter reading device to locate and read electric and water meters on assigned routes, and record usage;
Keeps records of meters read and reports meters not accessible for reading;
Checks to see that meters and visible plumbing are correctly installed and functioning properly and reports defects;
Prepares update forms reporting changed field conditions;
Responds to customer inquiries and instructs in the proper reading of meters;
Processes service orders; cuts utility service off and on as required;
Helps set up new accounts; assists staff with problems on accounts;
Assists in preparing high-low list for each cycle;
Obtains special readings and rereads as required;
Maintains reasonable and predictable attendance;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the methods and procedures involved in the computerized reading of meters and recording consumption; general knowledge of the geography and street locations of the city; ability to use automated reading device and hand tools; ability to establish and maintain effective working relationships with customers, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.