



**Job Title:** Meter Reader

**Status:** Non-Exempt

**Department:** Public Works

**Reports to:** Public Works Superintendent

**Revision Date:** 5/1/2017

**Summary:** This position is primarily responsible for reading, recording, and repairing residential and commercial water meters. Although the work is performed within the framework of well-defined policies and procedures, the employee usually works without direct supervision; assignments and guidance are received from the Public Works Superintendent.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systematic route; enters meter readings into a hand-held meter reading computer; ensures accuracy of readings.
- Examines meters for signs of tampering and reports inoperative, leaking, malfunctioning, or damaged meters and registers; tags property; reports hazards including gas odors and exposed electrical wiring; reports violations of backflow prevention.
- Answers general questions regarding billing or other utilities-related subjects; advises the public of rules, codes and procedures; instructs the public on reading meters and calculating consumptions for personal records; relays inquiries to Billing when appropriate.
- Posts non-payment notices; posts sign-up or shut-down notices; turns water services on and off as required; makes appointments for readings to be re-checked.
- Prepares documents for billing by accurately inputting information into Master Meter system.
- Makes field repairs and/or software changes to water meters and performs routine maintenance; pulls meters for calibration; cleans brush, dirt or vines away from meter boxes using appropriate equipment and tools; generates requests to Public Works Superintendent for larger repairs.
- Suggests changes to improve routing and meter location information.
- Locates water meters for work and construction crews.
- Makes accurate and timely submission of required reports and forms.
- Engages and liaises with vendors and contractors on behalf of the Town as relates to water services.
- Maintains effective interpersonal working relationships and functions as a team member.

- Ensures proper care in the use and maintenance of equipment and supplies.
- Performs related duties and responsibilities as required and assigned.
- Performs work in other departments as directed.

### **MINIMUM JOB QUALIFICATIONS**

- Demonstrates computer skills with an emphasis on Excel program.
- Knowledge of Town street locations and addresses.
- Ability to read and write legibly.
- Ability to walk for long periods of time in varying weather conditions.
- Ability to establish and maintain effective working relationships with the public.
- Mechanical aptitude.
- High school graduation or GED.
- Possession of a valid Virginia Operator's License.

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### **ACKNOWLEDGEMENT**

I have read, understand, and accept the duties, standards, and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures. I will perform all duties to the best of my ability.

I further understand that my employment is at will and thereby understand that the company or I may terminate my employment at any time.

The following job description contains the essential functions of the job. The Town of Pennington Gap will comply with all federal and state employment regulations including the ADAAA in providing reasonable accommodations as requested.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned by management as required. The Town of Pennington Gap reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written or implied contract of employment. The employment relationship remains "at-will".

## Physical, Cognitive and Environmental Requirements of the Job

### Position Title: Meter Reader

A description of the following physical, cognitive and environmental conditions are required by this position.

In a 8 hour workday, the employee/incumbent's position requires:

#### Physical requirements:

(% of time performed)	Item	Weight	Never	Occasionally (1-33%)		Frequently (34-66%)		Constantly (67-100%)	
Sitting			<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Standing			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Walking			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Climbing			<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Balancing			<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Bending/Stooping			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Kneeling			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Squatting/Crouching			<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Crawling			<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Reaching			<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Using Foot Controls			<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Twisting			<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Carrying	Tools, Meters	40lbs	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Pushing/Pulling	Tools, Meters	40lbs	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Lifting	Tools, Meters	40lbs	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Hand Use-Simple Grasping			<input type="checkbox"/>	<input type="checkbox"/> Right <input type="checkbox"/> Left		<input type="checkbox"/> Right <input type="checkbox"/> Left		<input checked="" type="checkbox"/> Right <input checked="" type="checkbox"/> Left	
Hand Use-Fine Manipulation			<input type="checkbox"/>	<input type="checkbox"/> Right <input type="checkbox"/> Left		<input checked="" type="checkbox"/> Right <input checked="" type="checkbox"/> Left		<input type="checkbox"/> Right <input type="checkbox"/> Left	
Hand Use-Repetitive Motion			<input type="checkbox"/>	<input checked="" type="checkbox"/> Right <input checked="" type="checkbox"/> Left		<input type="checkbox"/> Right <input type="checkbox"/> Left		<input type="checkbox"/> Right <input type="checkbox"/> Left	

Dominant Hand ☐ Right ☐ Left

Can the job be performed by alternating sitting and standing? ☐ Yes ☒ No

#### Cognitive Requirements: Does the employee/individual's job require (check all that apply):

- ☐ Working under emergency, critical or dangerous situations.
- ☒ Meeting deadlines.
- ☒ Attention to detail.
- ☒ Day-to-day contact with others (co-workers and/or the public).
- ☐ Making independent decisions.

**Equipment and Safety Attire:** Describe all equipment and safety attire (such as safety glasses, steel-toed shoes, etc.) required for the employee/individual's occupation:

- Computer, automobile, power equipment, hand tools, vest, safety glasses and other safety attire
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#### Environmental Conditions: Please check the amount of time the employee/individual is exposed to any of the following:

	Never	Occasionally (1-33%)	Frequently (34-66%)	Constantly (67-100%)	
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temperature: Weather/Seasonal conditions
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temperature: Weather/Seasonal conditions__
Dust, Fumes, Gases	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vibrations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description: _____
Noise Intensity	<input type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud				

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_