

METER READER



Date: 05/17/22

From: Human Resources Department

Position: Meter Reader

Salary: \$29,541.89 annually/\$14.20 hourly w/5% increase after a successful 6 month probation

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to read electric and water meters, to service meters, to maintain accurate recording of consumption to facilitate proper billing, and to perform related technical and clerical work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Reads electric and water meters on assigned route.

Records readings on hand-held computer; takes readings to appropriate office at end of workday.

Cleans out meter boxes as needed, reports improperly installed or defective meters.

Cuts service on and off as directed.

Assists in investigating potential water theft; may testify in court regarding meter tampering cases.

Maintains assigned vehicles and equipment.

Performs all work in compliance with applicable policies, procedures, laws, regulations, and standards of quality and safety.

Receives and responds to inquiries, complaints and requests for assistance from customers and the general public regarding areas of responsibility.

Prepares and submits detailed work records and reports.

Performs general clerical work as required, including but not limited to copying and filing documents, answering the telephone, completing forms, etc.

Attends training, meetings, etc., as required to enhance job knowledge and skills.

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DATA INVOLVEMENT:

Requires copying, transcribing, entering, or posting data or information.

PEOPLE INVOLVEMENT:

Requires serving others such as customers, attending to their requests and exchanging information with them.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, hand tools, telephones or similar equipment.

REASONING REQUIREMENTS:

Requires performing semi-routine work following procedures with occasional problems.

MATHEMATICAL REQUIREMENTS:

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires reading routine sentences, instructions, regulations, procedures or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

MENTAL REQUIREMENTS:

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

EXPERIENCE REQUIREMENTS:

Requires a short demonstration up to and including one month.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light-to-medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy. Must be able to perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling.

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ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright / dim light, extreme heat and/or cold, wet, or humid conditions, dusts and pollen, animals / wildlife, traffic, moving machinery, electrical shock.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled