

## METER READER

### NATURE OF WORK

This is advanced-level field work related to water meter reading and inspection of meters for utility billing.

Work involves the responsibility for making special readings of water meters for final billings, assisting in the collection of past due accounts and may assist the Meter Reader III in the supervision of subordinate meter readers in terms of equalizing work load, assisting in training and verifying work accuracy. General supervision is received from and work is reviewed by a Meter Reader III through conferences, reports and results achieved.

### EXAMPLES OF WORK PERFORMED

Verifies readings of meters and contacts persons to secure meter readings that subordinate readers were unable to obtain.

Inspects plumbing system for unusual water leaks.

Reads meters on special reads for billing purposes and secures information about unusual reading and billings.

Explains billing procedures to utility customers.

Collects past due accounts and turns off water service for non-payment of account.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the street and water meter locations.

Considerable knowledge of the various types of meters for reading and inspection.

Knowledge of water billing policies and procedures relative to customer accounts.

Ability to maintain good working relationships with co-workers as well as general public.

Ability to explain billing procedures to utility customers in a tactful and courteous manner.

Ability to walk long distances in a variety of weather conditions.

### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to satisfactory performance of assigned duties.

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