

Job Description

Meter Reader

City of Troy, Missouri
Public Works Department

General Purpose of Position

Installs, maintains and reads meters for city water distribution system and assists with other departmental duties

Major Duties and Responsibilities

Reads the City's water meters

- Works with Utility Billing staff to coordinate readings schedules
- Walks and drives assigned routes
- Takes monthly readings for residential, commercial, and City meters
- Operates hand-held encoders, including re-sequencing when needed
- Deals with residents and animals en-route as needed

Completes work orders related to utility billing and water service

- Documents beginning and ending readings on new and closed accounts
- Adds and removes services for moving residents and businesses
- Locates water mains and service lines upon request
- Prepares identification tags for meter services
- Installs new meters and other outside reading devices
- Hangs door notices for service shut-off and shuts off service when necessary
- Reconnects service when needed

Assists with other departmental activities

- Inspects water and sewer mains
- Uses jet truck and sewer camera to diagnose problems
- Pursues unaccountable losses in distribution system

Maintains and repairs meters

- Removes meter when needed and removes collected water
- Examines meter to determine if it can be repaired or must be replaced
- Checks for leaks
- Repairs meter when possible or makes arrangements for meter to be replaced
- Replaces meters

Makes water taps

- Obtains appropriate meter to install
- Takes meter and other necessary equipment to site
- Prepares site, makes tap and installs meter
- Checks for water pressure and accuracy of installation

Participates in public relations and education

- Communicates well with public
- Handles customer inquiries effectively and courteously
- Makes appropriate referrals to other City departments when needed

Performs similar duties within the department as assigned

Assists other city departments as needed, including snow removal, water and sewer emergencies, and parks

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Non-exempt
Department	Public Works Department
Immediate Supervisor(s)	Public Works Superintendent
Frequency of Supervision	Daily for reporting purposes
Number of Supervised Employees	None
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	Occasionally, emergencies
Frequency of Night Work	Emergencies, snow removal
Shift Position	Not Applicable
On Call Status	On call
Percentage of Work Indoors	5%
Percentage of Work Outdoors	95%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Occasionally
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, animals' body fluids, wasps, pest repellent, pepper spray, exhaust fumes, business waste, and pesticides
Average Stress Level	Moderately low, varies with activities
Physical Work Associated With This Position**	Walking for extended periods of time, shoveling, stooping, running, carrying, lifting 80 to 100 pounds

**Exposure to chemicals / hazardous materials may not be limited to this list.*

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must have a high school diploma or its equivalent. The person in this position should have three years of related field labor experience; five years of experience is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

The person in this position must have a valid Missouri CDL Class B driver's license; Water DS-II certification is preferred. Must be able to pass pre-employment drug and alcohol test and random drug and alcohol testing. Must be able to complete confined space training.

Knowledge, Skills and Abilities

Knowledge

- Policies and procedures related to transferring meter reading data
- Meter installation, repair and maintenance
- Proper installation, maintenance and repair of water and wastewater systems
- Layout of city streets
- Maintenance methods of grounds, buildings and equipment
- Basic equipment maintenance and repair
- Basic civil engineering principles
- Proper materials and equipment
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication as well as algebraic and geometric functions
- General functions and operations of municipal government

Skills and Abilities

- Walk for long periods of time over long distances
- Use hand-held computer modules when needed
- Make judgments concerning meter repair versus replacement
- Accurately locate buried water lines
- Install, maintain and repair water and sewer system components
- Follow procedures to maintain vehicles and equipment
- Use various types of equipment, including weed eaters, blowers, and tractors
- Examine a repair or maintenance issue and determine an effective solution
- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Perform basic operations on personal computer
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures