

City of Mission Job Description

Job Title: Meter Reader



FRQ Page 2+

- ¾ \$ E L O L W \ W R S H U I R U P P H W H U V Z D S \ W W X B C H U Y G V I R U Z K
- ¾ \$ E L O L W \ W R I L [Q H Z D F F R X Q W V D V Q H H G H G
- ¾ Ability to develop and maintain a good working relationship with the general public, supervisor and co-workers.
- ¾ Ability to diagnose meter problems and/or irregular functions.
- ¾ Ability to kneel down approximately 500 times per day with walking approximately 75 feet between each kneeling action.
- ¾ Ability to ambulate over curbs and other uneven terrain.
- ¾ Ability to perform work that is routine and detailed.
- ¾ Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- ¾ Ability to speak and write clearly and accurately (to include correct spelling).
- ¾ Ability to have good judgment in dealing with resident pets which may be a nuisance/threat.
- ¾ Ability to be able to speak clearly enough to be understood over a 2 way radio communication system.
- ¾ Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- ¾ Ability to handle special projects of diverse nature as assigned.
- ¾ Ability to read and interpret documents such as safety rules and city policy procedures.

9 ESSENTIAL JOB FUNCTIONS

- ¾ Accurately record meter readings watermeters.
- ¾ Walk/drive motor vehicle over designated route for meter reading without regard to weather conditions.
- ¾ & R Q G X F W Z H H N O \ Y H K L F O H I O X L G O H Y H O V F K H F N O L
- ¾ Communicate to consumers appropriate city policy procedure relating to the services being metered.
- ¾ Verify readings to locate abnormal consumption and record reasons for fluctuations.
- ¾ Provide turn off service for disconnect or non-payment G H O L O T C h a r g e s W and turn on services for new connections.
- ¾ Report, on the date detected, all meter product delivery irregularities detected using appropriate forms for necessary actions to servicing department.
- ¾ Submit route book to business office for billing purposes no later than 3:00 p.m. each day of business.
- ¾ Report all security and/or safety problems involving the city services to supervisor on the date detected.
- ¾ Handle and safeguard consumer information in a confidential manner.
- ¾ Install and/or remove water meters at defined location (s) as directed.
- ¾ Install and/or remove water meter boxes at defined location (s) as directed.
- ¾ Repair minor leaks around water meter as and when detected.
- ¾ , Q V W D O O D Q G R U U H P R Y H P H W H U O L G V
- ¾) R O O R Z W K H V F K H G X O H I R U P D L Q W H Q D Q F H W K D W L G L V F R Q Q H F W L R Q V R I V H U Y L F H

Job Title: **Meter Reader**



con't – page 3

- Repair water leaks, replace broken meter lids/boxes
- Perform meter tests; Leave door tags to residents.
- Must use shovel for digging firm dirt and grass from around a water meter box to be removed, shaping hole in which a meter box is to be installed, and filling dirt in around meter box which was set.

VI. NON-ESSENTIAL JOB FUNCTIONS

- None

VII. EQUIPMENT/MATERIALS

Safety equipment/materials to include but not limited to the following:

- City vehicle, Hand held meter reader, Water meters, Smart phone, Tablet
- Hard hat, Shovel, Hand tools
- Two way radio, Meter box, Pager
- Clip board, Cell phone, Safety vest
- Steel toe boots, Pens, pencils, Work orders
- Policy & procedure handbook, Note book

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

IX. MANUAL DEXTERITY

Gross and fine finger dexterity are required to perform essential job functions. Fine finger-dexterity is required to hand write notes and to input data.



X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs		
	6-10 lbs	F	Lifting plastic meter boxes
	11-20 lbs		
	21-25 lbs		
	26-50 lbs	O	Lifting concrete or steel meter boxes
	51-75 lbs		
	76-100 lbs		
	Over 100 lbs		
CARRYING	Up to 5 lbs	C	Carry hand held meter to read meters
	6-10 lbs		
	11-20 lbs		
	21-25 lbs		
	26-50 lbs		
	51-75 lbs		
	76-100 lbs		
	Over 100 lbs		
PUSH/PULL	Up to 5 lbs	F	Pull meter box lid
	6-10 lbs		
	11-20 lbs		
	21-25 lbs		
	26-50 lbs		
	51-75 lbs		
	76-100 lbs		
	Over 100 lbs		

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

City of Mission Job Description

Job Title: **Meter Reader**



con't – page 5

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	N	
STOOPING (bending at waist)	C	When reading meters
KNEELING (one or both knees)	C	When reading meters
CROUCHING (bending at hips/knees)	F	When reading meters
CRAWLING	N	
REACHING	F	When reading meters
TWISTING/TURN (rotation)	F	When reading meters
HANDLING (manipulated objects)	F	Grasping hand held
STANDING	F	When reading meters
WALKING	C	When reading meters
SITTING	F	On the job driving
FINGERING (finger dexterity)	C	When using the hand held meter
GRASPING (whole hand activities)	F	Repair service lines, changing boxes

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date