

Meter Reader



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. - Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision, performs technical work in the reading of water meters and recording of water consumption. -Work includes the manual or electronic recording of meter readings, disconnection and connection of water services, report problems, and the usage of computers to enter all readings and codes. Work is reviewed through observation and written reports for adherence to established policies and procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reads water consumption meters and enters data in route books or handheld computers.
- Walks or drives vehicle along established routes to take readings of meter dials.
- Verifies readings in cases where consumption appears to be abnormal. (Upon request/ work-order)
- Inspects meters for unauthorized connections, defects, or damage, such as broken seals.
- Connects and disconnects utility services at specific locations.
- Reports to Customer Service Department any problems such as meter irregularities, damaged equipment, or impediments to meter access, including dogs.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Assists other staff ~~as-needed~~ within the scope of knowledge, skills, and abilities.
- Completes assigned work orders.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. ~~Zero to one (0-1)~~ Minimum of one (1) year of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire ~~Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.~~

Knowledge, Skills, and Abilities:

- Knowledge of the geography of Cooper City.
- Ability to fulfill the physical requirements and demands of the work, e.g., frequent walking, bending, lifting, standing, talking, and hearing.
- Ability to utilize hands and fingers to handle or feel objects, tools, or controls.
- ~~Ability to lift or move up to 25 pounds.~~
- Ability to have specific close vision and ability to adjust focus to read meters accurately.
- Ability to understand, interpret, and follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort, which may involve heavy lifting, carrying, pushing, or pulling ~~of~~ objects and materials of heavy-weight (e.g., up to 25 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods ~~of time~~ working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, and humidity.

WORKING CONDITIONS

Field work: work outdoors under a wide range of conditions such as weather and environment.