



CITY OF
STAUGUSTINE.
EST. 1565
PERSONNEL
MANUAL

3.	Job Description
3.2	General Employees
3.2.45	Meter Reader

Job Position Meter Reader
 Department Public Works
 Division Meter Maintenance

Job Description

This is semi-skilled work in the reading of water meters on prescribed routes. Work involves recording of meter readings on prescribed basis. Additionally, the Meter Reader performs routine cleaning and maintenance to meters, meter boxes, and service lines. This position works under the general direction of Division Supervisor, with assignments designated and reviewed by the Meter Technician.

Job Responsibilities

Accurately reads water meters in prescribed routes. Reading consists of inputting (transferring) current meter readings to specified hand-held reading device.

Reading of routes is accomplished within specified time schedules. Performs uploading and downloading of meter readings on utility billing database.

Performs systematic cleaning of meter boxes that have accumulated dirt, leaves, roots and similar items that impede meter reading.

Notifies customer and/or supervisor of meter leaks, defective meters and unusual water consumptions.

Performs meter and meter box maintenance such as dial replacement, glass replacement and box lid replacement. Repairs leaks at meters and service lines that do not include pavement removal, as might be required.

Makes water turn-ons and turn-offs as directed.

Completes work orders to ensure proper notification of repairs and work needed relating to routes.

ISSUE DATE	APPROVED BY	PAGE	PAGES
07/01/1988			
REVISION DATE			
02/19/2019	John P. Regan, City Manager	1	2

Job Responsibilities (continued)

Re-reads any account not read during normal route reading.

Relocates water meters out of yards, driveways and other areas to make the job safer and more productive. Replaces old meters identified in the change-out program.

Interacts with water customers concerning basic service, leaks and other related trouble calls. Acts courteously at all times.

Performs custodial duties on assigned vehicle and Division work area.

Does related work as required.

Education, Training and Experience

High school diploma required. Ability to make arithmetical calculations rapidly and accurately. Basic computer knowledge required. Must possess mechanical and plumbing aptitude. Knowledge of the geography and street locations of the City's utility system. Ability to work unsupervised during assigned tasks.

Driver's License Requirement: Valid Florida Driver's License Classification B with air brakes or ability to obtain within 90 days.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. This position is very active and requires standing, walking, bending, lifting, pulling, kneeling, and crouching for long periods of time and performs strenuous physical labor under adverse field conditions. The employee must frequently lift or move items up to 50 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination.

PAGE	PAGES
2	2