

JURUPA COMMUNITY SERVICES DISTRICT METER READER I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of the Customer Service Supervisor, performs meter reading and customer service work related to water distribution; performs related work as assigned.

ESSENTIAL FUNCTIONS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Reads meters on an assigned route, enters readings into hand-held computer, and re-reads meters as necessary. (b c d e f g h i j l m n o)

Investigates unusual readings and customer complaints regarding high bills. (a b c d e f g h i j k o)

Inspects meters and lines for damage or leaks; notes meter damage on hand held computer; replaces meter lids; reports inoperative or damaged meters, bypassed meters and related problems; clears or reports meters obstructed by landscaping. (a b d e f g h i j m o)

Turns services on and off as required. (a c d e f g i j o)

Provides information to customers or refers to others as appropriate; maintains good public relations, notifies customers as required. (a c d e g i j o)

Operates vehicles in performing assignments; inspects and fuels vehicles. (a d e f g i j o)

Operates hand-held and office computers; enters and retrieves data. (d e f g h j i k n o)

Prepares a variety of records and reports related to the work; prepares work orders as necessary. (d e f g h i j k n o)

Repair of meters and various parts; propellers, diaphragms, rotating dish and electronic read devices.

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Identify meter irregularities.
- c. Deal tactfully and courteously with the public, often in difficult or strained circumstances and establish and maintain effective relationships with the community at large.

- d. Understand and carry out written and oral directions.
- e. Work independently.
- f. Maintain and keep accurate records.
- g. Follow safe work practices and work safely.
- h. Read gauges and meters accurately.
- i. Understand apply policies and procedures.
- j. Follow instructions.
- k. Perform mathematical computations such as addition, subtraction, multiplication and division.
- l. Follow an assigned meter reading route in a prescribed period of time.
- m. Read and interpret road maps.
- n. Operate a computer and hand held meter reading devices.
- o. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and one year experience in reading or servicing utility meters.

Knowledge and Skill Levels

Working knowledge of common water utility billing procedures; methods and techniques of reading water meters; basic operation of water meters; safe work methods and safety precautions related to the work; basic business arithmetic; computer applications related to the work.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Work out of doors in all weather conditions on a variety of terrain with exposure to dust, dirt, stinging and biting insects, and hostile dogs; strength and stamina sufficient to walk long distances, to stand for extended periods of time, to bend, stoop, and kneel repeatedly, and to lift and carry objects weighing up to 60 pounds; communicate orally face-to-face and over the telephone and radio and have hearing and vision within normal ranges.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.
Possession of or ability to obtain DHS Water Distribution Grade I (California)
Possession of or ability to obtain certification from District provided CPR/First Aid Training.