

Town of Lake Placid, Florida

Utilities Department

METER READER JOB DESCRIPTION

GENERAL DESCRIPTION:

This is an entry level position involving routine field work and involves all aspects of reading water meters and other duties as assigned. Work is performed under the direct supervision of the Field Supervisor and Director of Utilities.

ESSENTIAL JOB FUNCTIONS:

[NOTE: There are also secondary functions, which the employee will be required to perform.]

Accurately reads water meters on an assigned route and records readings on a hand-held meter reading device or hand written book.

Reports meters inaccessible for reading due to locked gates, vegetation, dogs, and structures, etc.

Looks for and reports meters and/or services that have been altered, damaged or tampered with. Reports any possible cases of utility service theft to supervisor for further action.

Recommends route changes and/or modifications to supervisor.

Communicates with the public and with customers in the field when necessary, in a professional and courteous manner.

Retrieves meter readings for Billing Division generated service orders.

Operates a Utilities Department vehicle and keeps assigned vehicle clean and performs general preventative maintenance functions.

Install new water meters.

Connecting and disconnecting water meters for new and existing utility customer accounts.

Helps to maintain inventory of supplies in the Utility Warehouse and other assigned areas.

Connect and/or disconnecting water meters because of non-payment accounts.

Work assigned service work orders and then return with completed documentation.

Work on an as needed basis purchasing supplies, stocking shelves and keeping records of Inventory Parts.

Completes vehicle inspection and records for the Vehicle Maintenance System.

Assists other utility divisions or departments as needed or directed by supervisor.

Assists on water/sewer main repairs.

Clean lift stations as needed.

Will be required to work in adverse weather to assist in restoration of water or sewer service to customers during any emergencies.

METER READER (Continued)

ESSENTIAL MINIMUM QUALIFICATIONS: (Education and Experience)

Graduation from an accredited high school or possession of an acceptable equivalency diploma (GED).

A comparable amount of training and experience may be substituted for the minimum qualifications.

Possess a current valid Florida Drivers License.

ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS:

General knowledge of business English, grammar, spelling, and punctuation in order to effectively communicate verbally with customers and to complete legible work orders and to express clarity of thought/logic.

General knowledge of field safety practices and participation in the Town of Lake Placid Safety Program. This includes a general knowledge of first-aid including artificial respiration or CPR.

General knowledge, acquired through a reasonable amount of time, of industry standard operations and maintenance of water and wastewater systems with (in time) the pursuit of treatment plant State Certifications.

Acquired, through a reasonable amount of time, knowledge of the geographical work area.

Ability to communicate effectively, establish and maintain harmonious relationships with Supervisors, customers, other employees, other departments, other governmental and regulatory agencies, and the public in general.

Ability to understand and follow quickly and accurately brief oral and written instructions.

Ability to handle emergencies effectively, multiple tasks simultaneously and operate a two-way radio when needed.

Ability to make mathematical computations and tabulations rapidly and accurately.

May require announced or unannounced overtime work and the ability to respond to call-out work during non-working hours or emergencies. The stand-by on call will be a required after hours job function after four (4) months of employment. Training will be provided and then there will be a rotating schedule with other employees.

ESSENTIAL PHYSICAL SKILLS:

Light lifting (under 25 lbs). Light carrying (under 25 lbs.). Must be able to dig with shovel for extended periods of time. Reaching above shoulders, use of fingers, both hands required, climbing (use of legs and arms), good near vision, good distant vision, both eyes required, depth perception, distinguishing basic colors, good hearing (without hearing aid), walking, standing, bending, stooping, driving (cars, small vans, pickup trucks, etc.),

(Reasonable accommodations for the above will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS:

Works mostly outside and some inside; in heat; in cold; in high humidity; in bright sunshine; in dampness; in chilling conditions; in dry conditions; with chemicals; slippery and uneven surfaces; exposure and close proximity to dogs, cats, insects, underbrush, snakes, traffic, noise and electrical energy; on or with ladders (small to large); working closely with others and working alone.