

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Meter Reader
DEPARTMENT: Water
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: December 1996
DATE REVISED: March 2016

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Meter Reader for the Water Department, responsible for reading, testing and installing water meters and maintaining related records.

DUTIES:

Reads and records designated water meter reading, including removing/replacing manhole covers from underground meters, periodically involving shoveling snow, removing water and climbing ladders.

Completes daily work orders, including, but not limited to, installing, replacing and setting meters, turning meters on/ off for new/terminated service, turning meters off for non-payment of consumption fees, testing water pressure and proper operation of meters, and inspecting meter pits for evidence of leaks.

Completes two-hour check on meters with reported high consumption, making initial reading, returning/reading after two-hours, determining and reporting need for repair or replacement, and occasionally discussing problems on-site with customers.

Delivers disconnect notices to customers, and occasionally delivers returned checks to customers with insufficient funds. Delivers water bills to post office for mailing as required.

Operates a variety of tools, including, but not limited to, various wrenches, screw drivers, probes, post hole digger, and shovels.

Maintains cleanliness of assigned truck, and maintains and submits gasoline record as required.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to properly operate a variety of tools, including, but not limited to, various wrenches, screw drivers, probes, post hole digger, and shovels.

Ability to physically perform assigned duties, including standing/walking for long periods, hearing mechanical sounds, close vision, lifting/carrying objects weighing less than 25 pounds, climbing ladders, pushing/pulling objects, reaching, bending, crouching/kneeling, handling/grasping/fingering objects.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to make simple arithmetic calculations, maintain accurate records, and read and observe instruments, gauges and dials.

Ability to effectively communicate with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended hours.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs according to a daily work schedule established by supervisor as influenced by service needs of the public. Incumbent works according to well-established policies, procedures and safety guidelines. Errors in incumbent's work are usually prevented through procedural safeguards, and are usually detected through notification from Department/personnel or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers and customers for the purpose of exchanging and explaining information.

Incumbent reports directly to Water/Sewage Utility Office Manager.

IV. PHYSICAL EFFORT:

Incumbent's duties involve hearing mechanical sounds, close vision, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, reaching, climbing ladders, crouching/kneeling, bending, handling/grasping/fingering objects. Duties may involve continuous physical exertion, but intense physical strain is not associated with normal duties.

V. WORKING CONDITIONS:

Incumbent performs duties outdoors involving working on ladders and in confined areas, such as meter pits and basements, and exposure to traffic, noise, fumes, extreme temperatures and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Meter Reader in the Water Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name