

City of Monett
POSITION DESCRIPTION

Monjob24

Job Title: Meter Reader I

Department: Water Department

Salary Range: Payroll – Level 6

Immediate Supervisor: Electric Foreman

ESSENTIAL FUNCTIONS

- I. Meter Reading Activities 25% of Time
 - A. Obtains the hand held computer for recording readings and commutes to assigned routes. Obtains necessary information, assuring for safety, accuracy, the best PR for the city, and completion of assigned quotas.
 - B. Monitors the status of the equipment and alerts the home owner or city department that repairs are needed.
 - C. Returns computer to city hall for download and reload for following day, assuring for accuracy.
 - D. Maintains location descriptions of water meters in computer system, assuring for accuracy and thoroughness.
 - E. Maintains the physical environment so that the meters are accessible for reading.

- II. Repair and installation Activities 25% of Time
 - A. Receives work orders or determines the need for a repair, and gathers equipment and supplies required to complete the job.
 - B. Commutes to site and completes the assigned job, assuring for completeness, safety, and the best PR for the City.
 - C. Completes and maintains a log of meter numbers and other pertinent information and distributes the data to appropriate parties, assuring for accuracy.

- III. Maintenance and Construction Activities 50% of Time
 - A. Receives Locator information, receives the plan for corrective action, implements the plan, assuring for compliance with the plan specifications. Always follows safety procedures and uses appropriate safety equipment.

- B. Maintains an awareness of all equipment and supplies needed for daily operation.
- C. Assists in all aspects of the lineman's (as a 2nd year apprentice capacity) or water/sewer operator's duties as needed on-site for construction projects.
- D. Provides back-up and stand-by emergency call out coverage as needed, assuring for accessibility and professionalism.
- E. Responds to requests by immediate supervisor in an accurate, professional, complete, and timely manner.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Above average exposure to darkness.
- ◆ Above average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Above-Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.

- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above-Normal physical strength to handle 125 lb. objects,-considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above-Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High school or equivalent
- ◆ Valid Drivers license and CDL Class B
- ◆ Some experience working with heavy equipment
- ◆ Ability to obtain DS-III water license

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.