

CITY OF MILPITAS
Water Meter Reader

CITY OF MILPITAS
Effective: June 1985
Revised: February 2009
EEOC: Service
Unit: MEA/Maintenance
FLSA: Nonexempt
Physical: 2

WATER METER READER I/II

DEFINITION

To read residential and commercial water meters and record consumption; to identify water meter equipment problems; and to work with other staff in resolving billing and relating problems.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Accounting Services Manager or Senior Accountant.

May exercise technical supervision over less experienced staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Read residential and commercial water meters.

Follow assigned routes, documenting water readings.

Check meters in customers' backyards, basements, and meter pits.

Report unusual consumption readings.

Test meters for accuracy using appropriate equipment including a heavy measuring tank, its gauge and a meter gauge; look for indication of leaks, calculating size of leak as appropriate.

Report malfunctioning meters or signs of tampering.

Prepare work orders for malfunctioning or damaged meters.

Maintain meter boxes including cutting bushes, digging out boxes, cleaning boxes and replacing missing or broken lids.

Notify public of delinquent accounts and bad checks by tagging doors including notification of potential shut-offs.

EXAMPLES OF DUTIES (Cont'd)

Lock off water for non-payment using various tools and devices.

Turn on systems for new users or for resumption of services.

Advise customers regarding meter and billing problems, and refer them to the proper City department.

Recheck and confirm or correct previous readings as directed.

May train new employees as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- City street and address system, alleys, and hazards encountered in the work.
- Meters and meter equipment and their respective functions.
- Mathematical calculations.

Ability to:

- Learn City billing procedures and policies of water utility services.
- Understand and carry out written and oral directions.
- Maintain accurate and up-to-date records.
- Deal tactfully with the public.
- Walk long distances and work outside in a year round conditions.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Water Meter Reader I: Equivalent to the completion of the twelfth grade.

Water Meter Reader II: In addition to the above, one year of experience equivalent to that of a Water Meter Reader I in the City of Milpitas

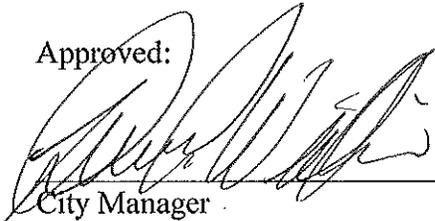
LICENSE OR CERTIFICATE

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*

Work is mainly performed outdoors; ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up to 50 pounds of weight throughout the day; exposure to outdoor elements in all weather conditions throughout the year; ability to walk on uneven surfaces; able to travel to various locations within and outside the City of Milpitas.

Approved:



City Manager

3/12/09
Date



Human Resources Director

3/12/09
Date