

WATER METER READER

Pulaski County PSA

Department: Water/Wastewater Department

Reports to: Utility Maintenance Supervisor

Supervision Exercised: None

Supervision Received: Work is performed under regular supervision of the Utility Maintenance Supervisor

Classification (FLSA): **Non-Exempt** Full time – Forty (40) hours/week

JOB SUMMARY:

Performs routine field clerical work in accurately reading and recording water meter readings. Work is performed under regular supervision. Assists other Pulaski County or Pulaski County Public Service Authority agencies or departments complete tasks as required to accomplish the goals of the County and or Authority as directed. Does related work as required.

RESPONSIBILITIES:

- Read water meters accurately on an assigned route and accurately records findings;
- Keep records of meters read and reports meters which are not operating properly or are not accessible for reading;
- Report defects in meters;
- Performs special readings as required;
- Adjusts meter readings for high readings;
- Enters data into computer system;
- Downloads information from a hand held reader to a computer;
- Collects water samples;
- Ability and judgment to safely operate equipment and vehicles;
- Assists water and sewer personnel perform maintenance and repair of utilities; and
- Emergency work that may require call out time on weekends/after hours or holidays.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the methods and procedures involved in the accurate reading of meters and accurate recording of utility consumption;
- General knowledge of basic computer skills;
- General knowledge of the geography and street locations of Pulaski County;
- Ability to make mathematical calculations rapidly and accurately;
- Ability to establish and maintain effective working relationships with the general public;
- Knowledge of pumps and mechanical ability to adjust and repair pumps and meters as required;

- Knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment;
- Ability to understand and follow specific oral and written instructions;
- Ability to perform work under varying climatic conditions;
- Ability to lift 50 pounds on a continuous basis and 80 pounds on a daily basis;
- Ability to walk on varying terrain continuously for a distance of 2 miles; and
- Ability to stoop, kneel, bend and lay on the ground to obtain meter readings.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to the completion of high school education.

SPECIAL REQUIREMENTS:

Possession of a valid appropriate driver’s permit issued by the Commonwealth of Virginia; safe driving record; and ability to operate vehicles in a congested area safely and without accidents. I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all Pulaski County policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.