

WATER METER READER

GENERAL DEFINITION OF WORK:

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

TYPICAL TASKS:

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;
Make special readings as required;
Edit meter readings for high readings;
Enters data into computer system;
Download information from hand held reader to computer;
Collect water samples.
Ability and judgment to safely operate equipment and vehicles.
Assist water and sewer personnel perform maintenance and repair of utilities.
Provide assistance during emergencies that would include after normal work hours and being called to return to work.

KNOWLEDGES, SKILLS, AND ABILITIES:

General knowledge of the methods and procedures involved in the accurate reading of meters and accurate recording of utilities 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. Some 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 perform heavy manual work in a variety of 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. 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.