

## SENIOR METER READER

Code No.: 3-14-095

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position in the Monroe County Water Authority involving instruction, assignment and supervision of all work pertaining to meter reading operations. Employees of this class work under the general direction of the Supervisor of Meter Services. Direct supervision is exercised over utility workers. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Schedules residential and commercial meter reading assignments;

Assigns work to individual reader personnel;

Instructs in meter reading techniques;

Maintains supplies and equipment required for field meter reading;

Maintains customer key inventory;

Keeps records and progress reports;

Assists and directs reader personnel in field assignments;

Assigns Authority motor vehicles utilized for field reading;

May be called upon to settle customer grievances and complaints.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation and function of mechanical water meters; good knowledge of meter reading and billing especially as related to the Monroe County Water Authority; good verbal communication skills; good mathematical ability; ability to organize and plan work for others; ability to keep records and progress reports; ability to deal effectively with the general public; ability to maintain inventories; ability to work with other Water Authority departments; dependability; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus two (2) years of paid full time experience in meter reading.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 12, 1970

REVISED: December 3, 1981