

METER READER

Code No.: 4-14-018
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work consisting of reading water and/or electric meters and accurately recording consumption used by residential, commercial, and industrial consumers. Meter Readers walk or drive a motor vehicle over an established route, frequently work in inclement weather, and are subjected to unpleasant working conditions, such as irate homeowners, vicious dogs, and cluttered or poorly lit basements. Work is performed under general supervision with allowance for use of independent judgment in allocating their time and carrying out the details of the assignment. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Walks or drives a motor vehicle over an established route and takes readings of water and/or electric meter dials;

Records reading onto standardized form and computes consumption;

Uses a pass key or leaves a customer read card when residencies are unoccupied;

Inspects meters and connections for defects, damage, and unauthorized connections;

Checks for cross connection between potable and non-potable water supply;

Reports any unmetered premises;

Checks for seals on meters and open by-pass connections while reading meters;

Assists in meter repair activities when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of water and/or electric meters; ability to understand and carry out oral and written directions; ability to read meters and dials; ability to record figures onto standardized forms accurately and legibly; ability to make simple arithmetic computations; courtesy and tact in dealing with the public; good judgment in taking safety precautions; willingness to work in inclement weather; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Where education is lacking, work experience in the repair or reading of meters for a utility (e.g. water, gas electricity) may be substituted on a year-for year basis.

SPECIAL REQUIREMENTS: Possession of a current Class V motor vehicle operator's license issued by New York State at the time of appointment.

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.

REVISED: January 17, 1985