

NEVADA IRRIGATION DISTRICT

METER READER I METER READER II Range A55/A75 – BOD 10/10/12

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of duties related to reading, recording, and repairing water meters and related equipment; to report water meter related equipment issues and improper use; disconnect and reconnect water service; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Meter Reader I: This is the entry level class in the Meter Reader series. Positions in this class typically have little or no directly related work experience. The Meter Reader I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Meter Reader II: This is the journey level class in the Meter Reader series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Meter Reader I

Receives immediate supervision from the Customer Account Administrator.

Meter Reader II

Receives general supervision from the Customer Account Administrator.

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Meter Reader I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Read and record water meter usage by scanning electronic readout on assigned route; determine if meters and MXU/registers are registering appropriately; investigate and solve minor programming issues and inconsistent meter readings; report meter conditions, defects and suspicious conditions to supervisor.
2. Deliver delinquent and disconnection notices to residential and commercial customers; disconnect and reconnect water service.
3. Receive payments and issue receipts to residential customers; respond to and resolve water meter related questions and issues from customers in accordance with District policies, rules and regulations.
4. Perform general maintenance on water meters, registers and gate valves.
5. Locate and identify potential areas for new service installations, relocation of existing services; meet with current and future customers to discuss installation and relocation.
6. Draw clear and concise reference maps outlining meter service locations; assist Customer Service Supervisor with arranging new routes and alter existing routes.
7. Prepare and process maintenance work orders in coordination with other District departments.
8. Locate, identify, and report illegal water service hook ups, improper water usage, and potential cross connections.
9. Record longitude and latitude coordinates of water service.
10. Assist in a various clerical related duties, such as filing work orders and maintain adequate stores of parts, materials and supplies needed to read and repair water meters.
11. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
12. Perform related duties as assigned.

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Meter Reader I/II

QUALIFICATIONS

Meter Reader I

Knowledge of:

Common hand tools and use.

Basic arithmetic.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

Ability to:

Learn the general operational characteristics of meter reading equipment.

Learn to read county parcel maps and District operation maps.

Learn to identify and make minor repairs on water meter equipment.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

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:

Experience:

One year of mechanical or meter reader experience is desirable.

Education:

Equivalent to the completion of twelfth grade.

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License and Certificate:

Possession of a valid California driver's license.

Meter Reader II

In addition to the qualifications for the Meter Reader I:

Knowledge of:

District policies and procedures governing water meters.
Practices and methods of record keeping.
Meter reading equipment and repair.

Ability to:

Maintain accurate records.
Read county parcel maps and District operation maps.
Identify and make minor repairs on water meter equipment.
Make arithmetic calculations.
Read a variety of water meters.
Identify irregularities in water meter equipment.

EXPERIENCE AND EDUCATION GUIDELINES

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:

Experience:

Two years of responsible experience similar to Meter Reader I with the Nevada Irrigation District.

Education:

Equivalent to the completion of twelfth grade.

License and Certificate:

Possession of a valid California driver's license.

NEVADA IRRIGATION DISTRICT

Meter Reader I/II

WORKING CONDITIONS

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 55 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.