



ROWLAND WATER DISTRICT

METER READER I

Definition

Under general direction of the Field Operations Supervisor, Accounting/Customer Service Manager or the Distribution Superintendent, the Meter Reader I position performs the assigned tasks and activities related to reading, repairing and installing commercial, industrial and residential water meters and related water service connections. This position performs or assists in skilled field testing and/or repairs on meters; performs field customer service assignments; investigates and addresses customer complaints regarding water quality, delivery pressures and water service billing. Performs related water system maintenance duties as required.

Example of Duties -- Duties may include, but are not limited to, the following:

- Collects consumption data on assigned reading routes from commercial, industrial and residential water meters.
- Independently operates automated meter reading system or records water consumption in computerized readers.
- Checks operation and repairs or replaces faulty water meters or meter boxes.
- Repairs/replaces leaking angle stop valves.
- Removes weeds or similar growth around water meter boxes or related appurtenances.
- Installs new water meters and meter boxes.
- As directed, responds to customer complaints regarding water supply, water quality or water delivery pressures.
- Responds to damaged fire hydrants or similar appurtenances.
- As directed, turns delinquent water service connections on or off, physically locks off water service connections, or removes water meters.
- Distributes pertinent customer notifications.
- After an extended training period, assigned to regularly scheduled seven-day stand-by duty watch and can be required to perform related duties during any shift.
- Responds to emergency situations on an “as needed” basis.

Typical Physical Activities

- Communicate orally or in writing with Supervisors.
- Work independently with minimal supervision.
- Operate District vehicles in daily field operations.
- Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 90 pounds.

Typical Physical Activities (continued)

- Stoops, kneels, crouches, crawls and climbs during field maintenance and repair work.
- Work in inclement weather and in confined environments exposed to heat dust, noise and dirt.
- Use office equipment such as computer terminals, copiers and fax machines.
- Stand and walk for extended periods of time.

Entry Level Knowledge of:

- The District's automated meter reading system and designated reading routes.
- District policies on water service rates, fees, and charges.
- District billing procedures and District provided services and conservation guidelines.
- Methods and tools used in the installation, repair and maintenance of a water system.
- Installation and repair of water meters.
- Basic mathematics and record keeping.
- Local street names and general District geography.
- Proper work safety standards.

Entry Level Ability to:

- Follow oral and written directions.
- Operate automated meter reading systems and manually read water meters.
- Install, maintain and repair water meters and maintain accurate records.
- Operate motor vehicles and power driven equipment used in water service work.
- Professionally represent the District during contacts or encounters with the public.
- Perform basic mathematical calculations.
- Promote and maintain cooperative working relationships with all District employees.

Special Requirements

Possession of a valid California Driver's License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record, free of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile liability insurance rates. Hearing and vision corrected to within normal ranges

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The District will also conduct a comprehensive pre-employment background investigation.

Certification as State of California, Division of Drinking Water, Grade D1 Water Distribution Operator.

In order to respond to emergencies in a reasonable time period, this position requires that the employee must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee's residence shall be estimated by Google Maps or some equivalent software and approved by employee's supervisor.

This position serves a mandatory six-month probation period.

Desirable Education and Experience

High School diploma or equivalent. One (1) year of responsible work experience with reading, installing, maintaining or repairing water meters or any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

Overtime Assignments

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, "non-exempt" position.

Equal Opportunity Employer

Rowland Water District is an equal opportunity employer, and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans with Disabilities Act

The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date