



CITY OF CALEXICO

CLASS TITLE: METER READER

MONTHLY: \$3,314 - \$4,028

RANGE: 23GX-10

BASIC FUNCTION:

Under the direction of the Public Works Director, read residential and commercial water meters and record volume used for billing purposes; inspect meters and connections and perform repairs and replacements as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Travel to assigned City areas and sites to read residential and commercial water meters; receive and respond to work orders; record volume of water used; re-check readings for errors as needed.

Inspect meters and connections to assure proper functioning; troubleshoot, diagnose and repair meter problems and malfunctions; replace meters and related parts and components as necessary; check meters and lines for defects and make related repairs.

Turn on and off water services as directed; disconnect and reconnect water services as needed; identify and report unauthorized water usage.

Communicate with City personnel, various outside agencies and the public to exchange information and resolve issues or concerns; respond to inquiries from owners concerning water billings.

Operate a variety of equipment including a computerized reading device, tester and various hand and power tools; drive a vehicle to conduct work.

Maintain meter areas in a safe and clean condition.

Prepare and submit various reports and documentation related to meter readings, work orders and assigned activities.

Respond to emergency calls as directed; perform emergency shut-offs as necessary.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in general maintenance and repair.

Operation of hand and power tools used in maintenance and repair.

Traffic laws, defensive driving techniques and rules of the road.

Appropriate health and safety precautions and procedures.

Oral and written communication skills.

Basic record-keeping techniques.

ABILITY TO:

Read residential and commercial water meters and record volume used for billing purposes.

Inspect meters and connections to assure proper operations.

Troubleshoot, diagnose and repair meter problems and malfunctions.

Observe legal and defensive driving practices.

Observe health and safety regulations and procedures.

Operate various hand and power tools and equipment.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Understand and follow oral and written instructions.

Maintain routine records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Seeing to read meters.

Standing and walking for extended periods of time.

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Bending at the waist, kneeling or crouching to read meters.

HAZARDS:
Traffic hazards.