

## **Meter Reader/Maintainer**

**Distinguishing Features of the Class:** Under general supervision, accurately records production and distribution meters at private residences, business establishments and city buildings. Assists in the maintenance and repair of the water system. Does related work as required.

### **Typical Work Activities:**

Reads and records accurately and neatly all production (wells, treatment plants), distribution (residential, commercial and city buildings) using computerized meter reading equipment and manually reading meters;

Checks for water leaks and other service problems on all water accounts;

Repairs simple or urgent meter malfunctions at time of reading and makes note of other malfunctions and problems for repair at a later date;

Installs, maintains and repairs meters;

Turns on and shuts off water services;

Answers and/or refers questions and complaints from water users to their supervisor;

Assists in the installation, maintenance and repair of water services, valves, mains and hydrants;

Performs a variety of maintenance duties at water system sites as required;

May operate a variety of hand tools, power hand tools and power-driven equipment.

### **Full Performance knowledge, skills, abilities and personal characteristics:**

Knowledge of tools, methods and materials used in the installation, repair and maintenance of pipe, pipe fittings, meters, valves, and related equipment. Working knowledge of the mechanics and hydraulics of water meters. Basic knowledge of the operation of computerized meter reading. Ability to record figures accurately and to prepare legible written records. Ability to make simple arithmetic calculations. Courtesy and tact in dealing with the public. Honesty. Perform heavy physical labor. Use required tools and power hand and driven equipment in a safe and effective manner. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships with others. Physical condition commensurate with the demands of the position.

### **Minimum Qualifications:**

- A. Graduation from high school or possession of a high school equivalency diploma; and
- B. One-year experience in the operation of a water distribution system; or
- C. One-year experience in meter reading.

### **Special Requirements:**

Possession of a CDL-B operator's license issued by NYS DMV at time of appointment and must maintain for duration of employment.

Possession of Grade D Water Distribution Operators certificate issued by NYS Department of Health within one year of appointment.

Date approved

Date revised: 11/12/2019

Classification - Competitive