Date Adopted: 6/13/06

CITY OF GLENDORA METER READER SENIOR METER READER

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

DEFINITION

Under general supervision, reads and records water meters; observes and reports meter or service defects; replaces meters; performs related duties as required.

CLASS CHARACTERISTICS

<u>Meter Reader:</u> This is the journey level class in the meter reader class series. Incumbents are expected to perform assigned tasks without detailed instructions as to procedures to follow. The progression of a Meter Reader to Senior Meter Reader requires an evaluation of employee skill and performance levels by management. However, due to their nature, some positions may be permanently allocated to the Meter Reader class.

<u>Senior Meter Reader:</u> This is the advanced journey level class in the meter reader class series. Incumbents are expected to perform assigned tasks independently and to train and lead the work of less experienced personnel.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Reads water meters on an assigned route; records readings; notes readings which appear low or high; reports need for testing and investigation of possible meter tampering; notes the need for repairs when malfunctions occur. (a b d e f g h i j I m o p)
- 2. Reports customer complaints and issues work orders for malfunctioning meters; performs minor repairs as needed. (a b c d e f g h i j k l p)
- 3. Repairs service line fittings such as gate valves, meter connections, angle stops, pipes, and corporation stops; repairs meters in the field by changing glasses, replacing registers, and rearranging boxes; cleans dirt and weeds from meter boxes and trims bushes and trees obstructing meter boxes. (d e f g h j k o p)
- 4. Installs and replaces meters and meter boxes; may test and repair meters. (d e f g h i j k o p)
- 5. Completes necessary forms and reports; maintains necessary supplies, tools, and equipment in City vehicle. (a d e f g j)

- 6. May relieve the water maintenance staff, or work on a crew, installing, removing and repairing large and small water lines and services; cutting, fitting, laying and repairing water mains; repairing mains, valves and hydrants and performing other duties as required. (a c d e f g h j o p)
- 7. Assists Water Division Administration in coordinating public water conservation programs and presentations; provides customers with information on water conservation practices; attends water conservation meetings conducted by water wholesalers; monitors Federal and State sponsored funding sources for City conservation programs; and updates the Water Division's website. (a c d e f j)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Identify meter irregularities and recommend how to correct.
- c. Establish and maintain effective relationships with the community at large.
- d. Understand and carry out written and oral directions.
- e. Work independently.
- f. Maintain and keep accurate records.
- g. Follow safe work practices and work safely.
- h. Work outdoors in all types of weather.
- i. Read gauges accurately.
- j. Understand, explain and apply policies and procedures.
- k. Repair meters.
- I. Read meters.
- m. Perform mathematical computations such as addition, subtraction, multiplication and division.
- n. Follow an assigned meter reading route in a prescribed period of time.
- o. Perform manual labor in the repair, maintenance and installation of meters, meter boxes and water services/lines.
- p. Safely operate vehicles.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

<u>Meter Reader:</u> Graduation from high school or equivalent and one year of public contact experience. Public works maintenance and/or repair experience is desirable.

<u>Senior Meter Reader:</u> Two years of experience reading utility meters.

Knowledge and Skill Levels

Senior Meter Reader: Considerable knowledge of the uses and purposes of general tools, equipment, and software used in the reading, maintenance and repair of water meters and adjacent equipment; procedures related to meter testing and reading; city streets and meter reading routes.

Special Requirements

Possession of or ability to obtain a Class B California driver's license and a satisfactory driving record.

Possession of Grade I Distribution certificate issued by the Department of Health Services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed in an outdoor environment, with travel from site to site; exposure to inclement weather conditions, potentially dangerous animals or insects, hazardous chemicals, vehicle traffic, dust, working and/or walking on uneven surfaces.

<u>Physical:</u> Primary functions require sufficient physical ability to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weight; operate assigned equipment and vehicles; verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006