

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES.NO: 07-35

METER READER

DEFINITION

Under general supervision, to read, record, and report readings of meters; to make customer service changes; and to do related work as assigned.

EXAMPLES OF DUTIES

On an assigned route and schedule, reads utility meters and records the reading on prepared forms; removes all debris impeding meter readings such as water, dirt, etc.; removes meter register cover, when necessary, to clean and/or replace glass so that an accurate reading may be obtained; makes customer service changes, including routine service turn-on and turn-off, and delinquent account service turn-off; answers customer questions regarding meter readings. Assists in clerical operations in billing and collecting for services; notes and reports utility conditions requiring attention.

MINIMUM QUALIFICATIONS

Knowledge of: General office practices and procedures.

Ability to: Learn the methods of meter reading, office procedures relating to billing for water service, and the technical operations as related to meter reading; work responsibly and without immediate supervision in assigned duties; keep simple records and make arithmetical calculations with speed and accuracy; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: None

Education: Graduation from high school or equivalent.

License: Possession of a valid Class C California Driver's License.

Physical Requirements: An incumbent in this position is required to walk extensively, usually 3-5 miles daily; work almost exclusively outdoors under a variety of weather

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conditions (including rain, cold, fog, and sunshine); remove and replace meter covers weighing 5 to 50 lbs.; read on an average 300 meters daily; at each meter location may be required to bend, squat, or kneel to reach below ground level to read, clean, or remove assorted debris, dirt, or water as necessary.

R: 02/07