

# METER READER

## Hourly/Temporary

### \$26.48/hour

### Part-Time Hours: Morning/Afternoon Shifts

To apply for this position, candidates must complete and submit a City of Daly City Hourly (Yellow) Application to the Daly City Human Resources Department. 295 - 89th St., Suite 105, Daly City, CA 94015 OR apply online at [www.calopps.org](http://www.calopps.org)

**Applications will be accepted for this position until a sufficient number meeting our qualifications have been received.**

This hourly position is not in Civil Service and does not receive benefits.

#### **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 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.