



City of Booneville

JOB TITLE: Meter Reader

DEPARTMENT: Water and Gas

FLSA: Non-Exempt

REPORTS TO: Utility Services Manager

POSITION SUMMARY

The purpose of this position is to read water and gas meters and record water usage for assigned routes within the City of Booneville.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reads and interprets city-owned and maintained water and gas meters.
- Uses computerized hand-held devices to record individual meter readings for assigned residential routes within the city.
- Operates city-owned vehicle to drive to various locations within assigned route, and follows all safety guidelines and regulations as necessary.
- Uses various tools and equipment to raise and lower meter boxes and lids; removes dirt, water, insects, amphibians and debris from boxes to ensure proper working condition.
- Ensures new accounts are put into the system correctly.
- Receives complaints from the public regarding water bills and meter problems or other areas of concern, answers questions and provides information as needed.

MINIMUM EDUCATION AND EXPERIENCE

Minimum Education

Education: High School diploma/GED

Experience (yrs.): Six (6) months previous experience and/or training

Substitutions Allowed for Education: None

Substitutions Allowed for Experience: None

KNOWLEDGE, SKILLS, AND ABILITIES

- All phases of the meter reading function with ability to meet work schedules.
- Methods, equipment and materials used in meter reading.
- Operation of a motor vehicle, including all safety rules.
- Applicable City laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Establish and maintain effective customer relations and to respond to others in a professional and courteous manner.

PERFORMANCE APTITUDES

- Language Skills: Ability to respond to common inquiries or complaints from customers, or members of the business community.
- Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

- Physical Ability: While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.
- Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.
- Environmental Factors: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both

prospective and current employees to discuss potential accommodations with the employer.