

City of Mattoon, Illinois Job Description

Title: Meter Reader I
Classification: FLSA Nonexempt; Represented by AFSCME Bargaining Unit
Compensation Range: Per Current Collective Bargaining Agreement

POSITION SUMMARY:

This is an entry-level position that performs tasks associated with the collection of water meter data, primarily by computer. Responsibilities also include turning water service on and off and the care and maintenance of the City's water meters, meter tiles, rims and lids. Employees of this class are expected to perform tasks with little or no supervision, to accurately collect meter readings in a timely manner and to courteously and respectfully interact with water and sewer customers. This work involves exposure to all weather conditions, physical exertion and a large degree of interaction with the general public. This position is subject to after-hours call-back in emergency situations.

ESSENTIAL DUTIES:

Technical: Performs a variety of tasks in the collection of the City's water meter data such as: utilization of mobile meter reading system, documentation of meter readings, meter serial numbers, size, make, model and other data associated with customer accounts. This requires a great level of attention to detail as well as basic computer skills. This position utilizes a laptop computer as well as a hand held computer device. Also a utility locator for marking water and sewer lines. Maintain inventory of meters, tiles, rims and lids and order replacements when needed.

Communication: Communicates with other City employees in order to receive assignments, obtain supplies and equipment, learn of or inform others of operational changes and discuss maintenance and safety needs and requirements. Communicates with supervisory personnel regarding status of assigned work and complaints or concerns from the general public.

Mental: Ability to read water meters and gages. Ability to accurately record meter data. Ability to read and interpret work and instruction orders, street addresses, sketches and distribution maps. Ability to recognize unsafe working conditions and equipment.

Manual/Physical: Performs a variety of tasks in the maintenance of water meters and meter settings, such as: the removal and installation of meters and other meter reading equipment, maintenance of meter tiles, rims and lids and landscaping around meter settings. Performs tasks using a variety of hand tools, including the repetitive use of a wrench in unlocking and locking meter lids. Uses the ability of sight, sound, smell and feel to determine if equipment and/or processes are functioning properly. Performs duties at different elevations including working overhead and underground, requiring the ability to bend and stretch without difficulty. Performs tasks in small, cramped spaces. Performs tasks below ground surface in both permanent installations and excavations. Must often perform duties in wet and muddy conditions. Must often perform duties outside in all weather conditions including extreme heat and cold, thunderstorms, heavy rains and snows and ice storms. Must be able to execute tasks independently. The

performance of these tasks requires a considerable degree of dexterity and physical exertion, with the ability to lift and move or transport items weighing up to 100 pounds and to repetitively bend, crouch, squat, stoop and kneel.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic computer operations and utilization of meter reading software.
- Occupational hazards and necessary safety precautions applicable to confined space, chemical hazards, lockout/tag out, eye and hearing protection, proper lifting technique, anti-fall protection, trenching and shoring, walkway safety and trip hazards, respirator use and personal protective equipment.

Skill in:

- Installation and maintenance of water meter materials, appurtenances, facilities and equipment.

Ability:

- To establish and maintain effective working relationships with fellow employees.
- To work independently with minimal supervision.
- To provide input for improving operations and/or maintenance of facilities.
- To be available for after-hours call-back in emergency situations.

QUALIFICATIONS:

Requires a high school education or equivalent.

SPECIAL REQUIREMENTS:

Must possess, or be able to obtain and maintain, a valid Illinois Commercial Driver's License (CDL).

This job classification is subject to random drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

PERFORMANCE EVALUATIONS:

An employee's performance is measured in accordance with the specifications of this job description.