



CITY OF ALACHUA

JOB DESCRIPTION

METER READER I

DEPARTMENT: Finance and Administrative Services: Utility Billing Division

REPORTS TO: Meter Reader Supervisor

SUPERVISES: None

FLSA: Non-exempt

GENERAL DESCRIPTION:

Semi-skilled manual work in performing a variety of tasks in reading electric and water meters and recording consumption and other maintenance activities. Work is performed under direct supervision of the Meter Reader Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Reads water and electric meters on an assigned route and records readings.
2. Checks to see that meters are functioning properly and reports any defects.
3. Cleans meter boxes.
4. Inputs and retrieves information through operation of computerized meter reading device
5. Performs preventative maintenance on various equipment.
6. Installs new electric meters.
7. Performs heavy manual labor such as: digging, lifting, spraying, etc.
8. Verifies unusually high or low meter readings by confirming reading and meter number and reports unusual situations to the supervisor or designee.
9. Completes basic work orders.
10. Operates city vehicles in a safe manner. Verifies during inspection that the vehicle is in good operational shape.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Ability to input data into a computer. Ability to perform manual labor under adverse weather conditions. Ability to follow written and oral instructions. Skill in operation and maintenance of equipment and tools related to the position. Ability to understand and follow oral and written instructions. Ability to recognize safety hazards in the work involved, and to take precautionary measures to protect self and others. Ability to establish effective working relationships with the public.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Two (2) years experience performing semi-skilled tasks desirable.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without hearing aid).
- Moderate to heavy (45 pounds and over) lifting and carrying.
- Walking.
- Standing.
- Stooping.
- Driving.
- Equipment operation.
- Bending and kneeling.

ENVIRONMENTAL CONDITIONS:

Works out-of-doors in various weather conditions.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature