



CITY OF ALACHUA

JOB DESCRIPTION

METER READER SUPERVISOR

DEPARTMENT: Finance and Administrative Services: Utility Billing Division

REPORTS TO: Utility Billing Manager

SUPERVISES: Meter Reader

FLSA: Nonexempt

GENERAL DESCRIPTION:

This is supervisory fieldwork in water and electric meter reading. Supervises the activities of the Meter Readers to ensure prompt and accurate reading of the water and electric meters. Work is performed under the general supervision of the Utility Billing Manager.

ESSENTIAL JOB FUNCTIONS:

1. Trains and supervises personnel in the reading and recording of water and electric meters.
2. Schedules work of crews and assigns meter readers to various routes.
3. Performs site inspections on meters for hazardous conditions, illegal use of meters and/or connections, etc.
4. Checks to see that meters are functioning properly.
5. Connects and disconnects water/electrical service as directed.
6. Assists customers by answering questions and/or directing them to the correct City personnel as needed.
7. Inputs and retrieves information through operation of computerized meter reading device.
8. Keeps records and routes up to date and makes reports of meter reading activities.
9. Completes daily work orders.
10. Monitors performance and condition of computerized meter-reading system, recommends maintenance and purchase of equipment.
11. Download, upload and transfer of customer data information.
12. Performs other related duties as assigned.

(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

Knowledge of the principles and practices of reading meters. Knowledge of tools and equipment utilized in meter installations. Ability to understand and follow oral and written instructions. Ability to plan, schedule and direct personnel. Ability to understand and transmit 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. Ability to input data into a computer.

~~Job Title~~ Meter Reader Supervisor

Job Description

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EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Five (5) years of experience performing meter reading tasks. Three (3) years of experience in a supervisory capacity.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Energy Auditor Designation, preferred
Possession of a valid Florida State Driver's License.

ESSENTIAL PHYSICAL SKILLS:

~~Individuals must be physically capable to of walking~~ long distances at a time.
Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Walking, standing, kneeling, bending.
Driving and operating equipment.
Lifting and carrying.
Ability to communicate both orally and in writing.
Reaching. Climbing. Pushing. Stooping.

ENVIRONMENTAL CONDITIONS:

Works outside in various weather conditions with: electricity, uneven surfaces.
In moving objects or vehicles.
Below ground level.
Slippery surfaces.

(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