

## JOB DESCRIPTION

# City of Garden City, GA



*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Meter Reader</b>
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**Department:** Water Operations

**Pay Grade:** 101

**FLSA Status:** Non-Exempt

### JOB SUMMARY

This position is under the administrative supervision of the Director of Water Operations Department and is responsible to perform work functions associated with reading and recording water usage data from meters. Duties and responsibilities include, but are not limited to locating and reading water meters, checking meters for malfunctions, performing installation of meters and maintenance of meters, providing assistance and information to customers, and performing additional tasks as assigned.

### ESSENTIAL JOB FUNCTIONS

- Reads water meters and enters data in route books or hand-held computers.
- Walks and drives vehicles along established routes to take readings of meter dials.
- Uploads into office computers all information collected on hand-held computers during meter rounds, or returns route books or hand-hand computers to business offices so that data can be compiled.
- Verifies readings in cases where consumption appears to be abnormal, tests meters for functional accuracy, and records possible reasons for fluctuations.
- Inspects meters for unauthorized connections, defects, and damage such as broken seals.
- Reports to appropriate service departments any problems such as meter irregularities, damaged equipment, or impediments to meter access, including dogs.
- Answers customers' questions about services and charges, or directs them to customer service centers.
- Updates client address and meter location information.
- Leaves messages to arrange different times to read meters in cases in which meters are not accessible.
- Connects and disconnects utility services at specific locations.
- Helps water/sewer repair with repairs when needed.
- Works in a safe manner and reports unsafe activity and conditions.
- Participates and attends all City sponsored training as required.
- Performs other job duties as required or assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High school diploma or a valid equivalency diploma (GED); and six (6) months of related experience; or any equivalent combination of education and experience.

### **Special Qualifications:**

Must have a valid Georgia Driver's License.

### **Knowledge, Skills and Abilities:**

- Knowledge of the English language, including the ability to read and write.
- Knowledge of mechanics, mechanical tools, and testing equipment.
- Knowledge of workplace safety and the safe operation of motor vehicles.
- Skills in critical thinking to use logic and reasoning to identify alternative solutions and or approaches to problems.
- Skills in mathematical problem solving.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.
- Ability to manage time and the time of others.
- Ability to listen effectively and communicate with others in order to convey information effectively.
- Ability to make judgments – considering the relative costs and benefits of potential actions to choose the appropriate one.
- Ability to troubleshoot and determine causes of operating errors and decide the course of action needed.
- Ability to learn and understand the implications of new information for both current and future problem-solving and decision-making.
- Ability to perform routine maintenance on equipment as well as determine maintenance needs.
- Ability to organize office files, equipment, etc.
- Ability to prioritize daily work and maintenance or other records.

## **PHYSICAL DEMANDS**

The work is medium work, which includes exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slipper, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity Such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORK ENVIRONMENT**

This job is performed primarily outdoors in all weather conditions and in an enclosed City vehicle and will require driving from location to location within Garden City.

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Signature and date received