

METER READER

JOB DESCRIPTION:

1. Reads customer meters and records usage.
2. Performs service turn on/off.
3. Delivers customer delinquency and turn off notices.
4. Performs meter repairs.
5. Assists in field operations on an as needed and emergency basis.
6. Observes and records work orders for meter/service repairs noted during course of reading meters.
7. On occasion, may be temporarily assigned to perform the duties of another classification in the District.
8. Performs standby and emergency duties on a rotational and as needed basis.
9. Must perform duties safely with skill tact, diplomacy and efficiency.
10. Investigates customer inquiries and complaints.

JOB QUALIFICATIONS:

1. Possession of a valid California Drivers License, Class C, with a good driving record.
2. Possession of basic mechanical skills required to perform above work.
3. Possession of a high school diploma.

TYPICAL PHYSICAL ACTIVITIES:

1. Operates District truck, tractor, backhoe, dump truck, forklift, and equipment in distribution installations and maintenance work requiring repetitive use of both right and left hands, and foot controls.
2. Must have strength and stamina sufficient to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
3. Ability to stand and walk for extended periods of time; ability to ascend or descend ladders up to 110 feet tall, stairs, scaffolding, and the like using feet and legs and/or hands and arms; ability to twist or bend body downward and forward by twisting or bending spine at waist; bend legs at knee to come to rest on a knee or knees; and move about on hands and knees or hands and feet.
4. Works both inside and outside in all kinds of weather with exposure to significant temperature changes between cold and heat; exposure to odors, dust, and pollen; exposure to chemicals, skin irritants, fumes, and solvents. Must be able to work in a confined space. Must be able to use a respirator.
5. Ability to communicate orally in face-to-face and one-to-one settings; ability to communicate via telephone and two-way radio system; ability to project a voice that can be heard in a noisy environment; ability to hear and distinguish various sounds such as voice of coworkers, and the sounds of operating equipment in both quiet and noisy environments.
6. Ability to read and distinguish numbers, ability to see well enough to read instruction sheets, read addresses at night from the street while in a vehicle, and distinguish among the red, green, and amber color of traffic signals.
7. Uses office equipment such as computer terminals, copiers, and facsimile machines.