



Meter Reader Water & Sewer

WAT/3

JOB SUMMARY

This position is responsible for maintaining accurate water consumption records for the City.

MAJOR DUTIES

- Responds to calls for service; monitors, reads and records water volume usage for residential and commercial consumers.
- Operates a variety of tools and equipment to install, repair, and disconnect meters.
- Submits work orders and reports consumer complaints and issues.
- Inspects lift stations, wells, and generators and maintains records.
- Assists in locating, installing, and repairing water and sewer lines.
- Operates and maintains assigned vehicles and equipment, including regular inspections, fueling, and cleaning.
- Clears obstructive debris and blockages from utilities and grounds.
- Pulls manholes for inspections.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of water and wastewater treatment methods and practices.
- Knowledge of water distribution and sanitation systems and operations.
- Knowledge of utility location, repair, and installation.
- Knowledge of related local and state laws.
- Knowledge of City geography.
- Skill in basic mathematical calculations.
- Skill in operating required maintenance tools and equipment.
- Skill in preparing precise administrative reports.
- Skill in oral and written communications.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Water & Sewer Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include City and department policies and procedures, City codes and ordinances, and related federal, state, and local laws. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to measure City water consumption. Success in this position helps ensure efficient water and sewer operations for the City of Metter.

CONTACTS

- Contacts are typically with co-workers, other City employees and agencies, business owners, and members of the general public.
- Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes sense of smell.
- The work typically exposes the employee to noise, dirt, dust, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, the outdoors and occasional inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.