

WATER METER READER

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work in the reading and recording of water meters. The work is performed under the general supervision of the Water Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reads water meters in consumers' homes and business or industrial establishments;
Compares latest reading with previous readings and checks for causes of variations;
Inspects for meter by-passes, unmetered connections, stalled meters, or leaking meters;
Reports defective meters or changes in services;
Performs various other routine tasks;
May report missing house numbers to Building Inspector.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the operation of mechanical measuring devices;
Ability to make simple mathematical calculation;
Ability to understand and carry out oral and written directions;
Courtesy and tact in dealing with the public;
Ability to record figures accurately;
Ability to submit legible written records;
Mechanical aptitude;
Dependability;
Good eyesight;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

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COMPETITIVE