

## **METER READER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine work consisting of reading water meters and recording meter readings. Incumbents may be required to compute customer accounts, mail out bills, and collect payments. Specific instructions are received as to jobs to be performed. Readings are spot checked and checked according to customer complaints.

### **TYPICAL WORK ACTIVITIES:**

1. Reads and records readings of water meters;
2. Connects and discontinues utility service as directed on consumer's premises;
3. Computes consumption of water in a given period;
4. Reports customer complaints;
5. Resets and reseals meters;
6. May make simple repairs to meters;
7. May compute amounts of water bills for a given period;
8. May prepare and mail out bills;
9. May collect payments as submitted and may periodically submit payment to Town Supervisor's Office;
10. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of meters, and units of measurement; ability to read simple settings of meters; ability to follow simple oral and written directions; ability to record simple figures accurately and to submit legibly written records; ability to make simple arithmetic calculations; ability to maintain simple accounts and records; dependability; good eyesight; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from high school or its equivalency;
- OR: (B) One (1) year of satisfactory work experience which involved public contact (e.g., sales, collections, etc.);
- OR: (C) Two (2) years of military service;
- OR: (D) An equivalent combination of the training and experience indicated in (A) or (B) or (C) above.

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