

# CITY OF NORTHPORT

## METER READER

### **Summary:**

*Under supervision of the Water Office Superintendent, performs field clerical and minor maintenance work in the reading and repair of water meters, backflow preventors and meter testing equipment. Some minor supervisory work may be associated with this position.*

## DUTIES AND RESPONSIBILITIES

### **A. Meters (85%)**

*Reads water meters as assigned using standard operations procedure and records readings.*

*Makes special readings and investigates complaints as directed by the Water Office Superintendent, reporting results of same and explaining computation of bills to customers when necessary.*

*Checks the accuracy of meters and reports any defects to the Water Office Superintendent.*

*Determines consistency of meter readings in the field, checks for leaks and reports unusual cases to the Water Office Superintendent.*

*Removes and resets water meters when service has been discontinued or renewed.*

### **B. Maintenance (5%)**

*Performs minor field and shop maintenance and repairs on meters.*

*Maintains and accomplishes minor repairs on fire hydrants, backflow preventors and meter testing equipment.*

### **C. Cut-Offs/Cut-Ons (10%)**

*Performs cut-offs, cut-ons and posts customers for delinquent accounts.*

**D.** *Performs other reasonably related duties in a safe manner as assigned by immediate supervisor and other supervisors.*

## JOB SPECIFICATIONS

### **Qualifications:**

Prefer high school diploma or general education degree (GED)

*Must possess a valid driver's license and have an acceptable driving record.*

*Must possess an Alabama Class I Water certification or be able to pass the certification exam within a 12 month period, depending on the ADEM testing schedule.*

**Knowledge, Skills and Abilities:**

*Knowledge of traffic laws, ordinances and rules involved in the operation of motor vehicles.*

*Knowledge of occupational hazards and applicable safety precautions in working around traffic.*

*\*Considerable knowledge of the geography and street locations of the City of Northport.*

*Ability to read and write legibly.*

*Ability to make simple mathematical calculations rapidly and accurately.*

*Ability to diagnose plumbing defects.*

*Ability to accomplish the work assigned in a neat, efficient manner.*

*Ability to maintain an effective and harmonious working relationship with other employees and citizens.*

*Ability to operate, load and unload Radix handheld by using a personal computer.*

*Ability to accomplish deadlines.*

*Skill to operate computer.*

*Must maintain regular attendance on the job.*

*Must be able to work on-call and overtime as necessary.*

**Physical Characteristics:**

*Physical ability to walk for long periods of time under varying weather conditions.*

*Physical ability to enter and exit frequently a motorized vehicle and to move in and around various types of terrain in all types of climatic conditions.*

*Have strength to lift equipment and devices weighing not more than 50 pounds.*

*Hear well enough to carry on a normal conversation.*

*See well enough to obtain water usage information and enter it into a hand held meter reading device.*

*\*May be learned on the job.*

*This job description accurately describes the duties performed by a person occupying this position.*

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*NAME*

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*DEPARTMENT*

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*DATE*