

WATER METER SPECIALIST I

Position Code: 1520
WC Code: 7580
FLSA Status: Non-Exempt
Pay Grade: 344
Location: Public Services
Approval Date: 2018

General Statement of Duties

Performs responsible field clerical work reading, repairing, and replacing water meters.

Distinguishing Features of the Class

Employees in this class are responsible for monthly reading water meters. Other tasks include installing water meters, checking and repairing leaks, changing out meters, changing out ERTs, repairing or replacing broken meter boxes or parts, and answering customer questions. Public contact is required in answering citizens' questions about meter readings, high usage or bills, leaks, etc. Employees are subject to hazards of vicious animals and work must be performed in various kinds of weather. Work exposes the employee to inside and outside environments, extreme temperatures, and hazards found in meter reading duties. Work is performed under regular supervision and is evaluated on the basis of complaint activity, effectiveness of the meter maintenance program, and accuracy of readings taken and records made.

Duties and Responsibilities

Reads water meters on assigned route and records readings.

Explains meter readings to citizens; answers questions of a general nature on meter readings.

Cleans meters and reports broken and malfunctioning meters.

Conducts rereads of meters when complaints of bills being too high are received.

Connects, disconnects, replaces and repairs meters, parts, and boxes.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of street layout and meter locations on assigned routes.

Some knowledge of the functional operations of meters.

Some knowledge of utility service policies.

Ability to use automated hand held meter reading device.

Ability to deal courteously and effectively with the public.

Ability to work independently within a routine schedule and to walk to cover an assigned route.

Ability to record meter readings accurately and input data correctly.

Physical Requirements

Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 1 pounds of force constantly to lift objects.

Must possess the visual acuity to work with data and figures and operate a motor vehicle and hand held meter reading device.

Minimum Education and Experience

High School Diploma or GED.

Special Requirement

Possession of a valid North Carolina driver's license