

**Town of Steilacoom
Job Description**

Position Title: Meter Reader Date: 4/2017

Basic Function: This position is responsible for gathering/recording data using a hand held microcomputer. Data collected is vital to the operation/coordination of utility/billing services.

Reports to: Utility Billing Clerk

Duties and Responsibilities:

1. Reads water and electric meters.
2. Enters readings into electronic meter reading equipment.
3. Prepares work orders for the Public Works department.
4. Distributes disconnect notices.
5. Maintains an audit on meters in the field.
6. Provides positive and active support of town customers, citizens, and coworkers.
7. Performs other duties as assigned.

The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.

Knowledge, Abilities, and Skills:

1. Knowledge of billing operations and procedures.
2. Ability to read residential/commercial water and electric meters.
3. Ability to accurately record water/electric meter readings
4. Ability to work independently with speed and accuracy.
5. Ability to read maps to locate addresses.
6. Ability to converse with the public in a clear and friendly manner.
7. Ability to accurately document work orders for equipment repairs.
8. Ability to work flexible hours.
9. Ability to work in a variety of weather conditions.
10. Ability to trim brush, trees, and shrubs from meters.
11. Ability to excavate water boxes around meters.
12. Ability to read/comprehend written/oral instructions.

Minimum Qualifications:

1. High School Diploma or GED equivalent.
2. Possess a valid Washington State Drivers License / good driving record.

Preferred: Prior meter reading experience
Familiarity with hand-held meter reading devices.

Terms of Employment:

Use of personal vehicle is required. Incumbent must maintain current insurance coverage. Mileage reimbursement is available. This position requires availability to work flexible hours and is not eligible to receive benefits.

Physical Requirements:

This position requires the incumbent be able to traverse uneven terrain as the worksite is the outdoor environment. Work is primarily around homes, offices, and other structures. Considerable walking, standing, bending, stooping, and kneeling are required to read meters. The position requires year-round work in a variety of weather conditions. The incumbent may encounter dogs on private property.