

**Pulaski County Public Service Authority**  
**METER READER**

**Department:** Water/Wastewater Department

**Reports to:** Utility Maintenance Supervisor

**Supervision Exercised:** None

**Supervision Received:** Work is performed with general instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-Time

**Work Hours:** Monday – Friday, 7:00 a.m. until 3:30 p.m. Some weekend or holiday work may be required.

**ESSENTIAL FUNCTIONS:** Performs routine field clerical work in accurately reading and recording water meter readings. Work is performed under regular supervision. Assists other Pulaski County or Pulaski County Public Service Authority agencies or departments complete tasks as required to accomplish the goals of the County and or Authority as directed. Does related work as required.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid driver's license issued by the Commonwealth of Virginia.

**RESPONSIBILITIES:**

- Read water meters accurately on an assigned route and accurately records findings
- Keep records of meters read and reports meters which are not operating properly or are not accessible for reading
- Report defects in meters
- Performs special readings as required
- Adjusts meter readings for high readings
- Enters data into computer system
- Downloads information from a hand held reader to a computer
- Collects water samples
- Ability and judgment to safely operate equipment and vehicles
- Assists water and sewer personnel perform maintenance and repair of utilities
- Emergency work that may require call out time on weekends/after hours or holidays

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of the methods and procedures involved in the accurate reading of meters and accurate recording of utility consumption
- General knowledge of basic computer skills
- General knowledge of the geography and street locations of Pulaski County
- Ability to make mathematical calculations rapidly and accurately
- Ability to establish and maintain effective working relationships with the general public
- Knowledge of pumps and mechanical ability to adjust and repair pumps and meters as required
- Knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment
- Ability to understand and follow specific oral and written instructions

**ADA REQUIREMENTS:** The position requires the ability to lift and carry a minimum of 50 pounds up to a maximum of 100 pounds on a daily basis; ability to climb into and out of truck cab; ability to walk up to three miles per day; Ability to bend, stoop, kneel, squat, twist; Requires sedentary work involving standing or walking for brief periods, some dexterity in operating machines, tools, or office equipment. The position is exposed to extreme heat/cold, wet or humid conditions, fumes or noxious odors, heights, disease/pathogens, traffic, and animals/wildlife. The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and sense of smell.

## **EDUCATION AND EXPERIENCE:**

- Any combination of education and experience equivalent to the completion of high school education

## **PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

## **TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities as directed by the supervisor
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_