

Pulaski County Public Service Authority
METER READER

Department: Water/Wastewater Department

Supervision Exercised: None

Supervision Received: Utility Maintenance Supervisor

Work is performed with general instruction and regular 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

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, current driver's license & Driving Record Required.

Essential Employee: Yes, as an alternate, please see Pulaski County Personnel Policy.

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

ESSENTIAL FUNCTIONS: Reads residential and commercial water meters on assigned routes using handheld or automated reading devices and uploads data to the utility billing system, inspects meters for damage, leaks, tampering or irregular readings, verifies account information to ensure correct meter identification, performs re-reads when discrepancies or unusual consumption patterns are detected. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

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. 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
- Repairs and replaces defects in meters
- Performs special readings as required
- 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
- Does related work as required

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 for the proper operation of varied construction and maintenance equipment
- Ability to understand and follow specific verbal and written instructions

ADA REQUIREMENTS: The position requires the ability to move a minimum of 50 pounds up to a maximum of 100 pounds on a daily basis; ability to ascend and descend into and out of truck cab; ability to traverse up to three miles per day; Ability to lower self toward to floor with a variety of positions and movements and maintain those positions to achieve work objectives; ability to conduct sedentary work involving remaining in an upright position or traversing 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 the ability to observe detail at a close range or distance, directly or peripherally, with normal clarity and color perception; the ability to discern different sounds and aromas in surroundings; the ability to communicate information and verbally exchange ideas understandably with others in the work environment.

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 supervisor or County Administrator. Pulaski County Administration 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.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date