

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

METER READER I

JOB DESCRIPTION

Under close supervision, to perform routine entry-level reading, recording and reporting reads of water meters; to clean and maintain meter locations; and to perform related work as required.

REPRESENTATIVE DUTIES

Provides courteous and expeditious customer service to the general public and City Department staffs; receives training and instructions in the reading and recording of readings using the Itron FS2 meter reading processor; inputs service orders for out of range meter readings, damaged meters, non operable meters, meter leaks, missing or broken box tops, broken meter lenses, fogged meters, dirty meter dials, meters needing obstructing plants or brush trimmed, broken shutoff valves, broken vault lids examines meters and locking devices for signs of tampering; inputs service orders to notify supervisor if tampering is detected; checks meter numbers and reports new meter installations; clears away bushes, weeds, grass, dirt, rock, debris, insects, spiders and other obstructions from meters; answers questions from customers; fends off dogs and other animals as needed; works in all weather conditions; drives water department vehicles on some routes; uses personal vehicle and receives a mileage payment for most routes; and performs related work as required.

MINIMUM QUALIFICATIONS

Graduation from high school or G.E.D. equivalent.

Must possess a valid Class "C" California Driver's license; Note: For out-of-state applicants, a valid driver's license is required and a valid Class "C" California Driver's License is required within ten (10) days after appointment (Vehicle Code 12504(a)); and liability insurance (minimum State requirement) is required.

GENERAL QUALIFICATIONS

Knowledge of:

Principles of water metering;
Basic math;
Simple record keeping;
Basic public relations skills to communicate with customers;

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Appropriate safety precautions and procedures.

Ability to:

Read, write and perform mathematical calculations at the level required for successful job performance;
Take accurate water meter readings;
Record and report readings on water meters;
Maintain accurate records;
Possess and maintain reliable transportation for driving to various job sites on a daily basis;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Operate or learn to operate computerized meter equipment;
Lift box tops and vault lids;
See in the normal vision range with or without correction;
Hear in the normal audio range with or without correction;
Must maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
Lift 25-50 pounds during normal duties;
Walk long distances, bend and stoop when performing meter readings;
Work indoors and out in a variety of environmental conditons;
Establish and maintain effective relationships with those contacted in the course of work.

ORGANIZATIONAL RELATIONSHIPS

The class of Meter Reader I is the entry and working level in the meter reader series. Supervision is received from the Meter Service Supervisor and/or Assistant Meter Service Supervisor.