

Civil Division: Mohawk Valley Water Authority
Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Reviewed: 08/11/06

METER READER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs routine work consisting of reading water meters at consumers' homes and accurately recording water consumption. Occasionally sources of leaks and conditions of waste of water are located for the consumer. Work is performed under direct supervision of a Senior Meter Reader or other higher level supervisor. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reads water meters in the homes of consumers, in commercial, school and municipal buildings, mills and factories;
Investigates complaints of disputed meter readings and water pressure;
Enters readings in meter book;
Computes amount of consumption;
Maintains reports on stopped meters, meters not read, etc.;
Checks for leaks and stopped meters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of water meters; working knowledge of local geography; ability to understand and carry out oral and written directions; ability to make simple calculations; courtesy and tact in dealing with the public; ability to accurately read meters and to record figures, and to submit legible written records; dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience as a bill collector, salesperson, meter reader or other similar experience in work involving public contact; **OR**
- (B) Three (3) years of experience, as defined in (A) above.

NOTE: Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment will be required. The incumbent must maintain license throughout appointment.

Adopted: 1980's
Revised: 06/26/97, 11/17/00
Reviewed: 08/11/06

