JOB DESCRIPTION

Coachella Valley Water District                              Date: February 2012

TITLE: METER READER I                                       SECTION: METER READERS

DEPARTMENT: SERVICE                                          SRN: A - 18

REPORTING RELATIONSHIP:

Reports to: Meter Reader Manager

Supervises the following positions: Not applicable

DEFINITION:
Under general supervision, to read meters and report water usage; to receive Payments on delinquent accounts, and to connect or disconnect water service when required.

ESSENTIAL FUNCTIONS:

1. Walks and/or drives alone from meter to meter on an assigned route. Reads water meters and accurately records readings on a utilicorder.
2. Turns water on and off as directed and responds to emergency calls.
3. Leaves door hanger notices for delinquent accounts.
4. Makes minor meter repairs in the field such as tightening connections.
5. Re-checks readings when there have been complaints, or when readings appear to be inaccurate.
6. Adheres to district safety practices and procedures.
7. Inform supervisor and/or water service of any problems, repairs, or irregularities.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. One year as a meter reader preferred.
Knowledge of:
- Basic mathematics
- Basic recordkeeping
- Local street names, locations, geography, and service routes
- Plat books
- Safe working procedures
- Customer service practices and procedures
- Safe working practices and procedures

Abilities:
- Accurately enters data into handheld computer
- Communicates effectively with employees, supervisors, public and maintains cooperative working relationships.
- Meets the daily expected number of meters read goal per assigned route
- Identify problems or inconsistencies and take appropriate action
- Work cooperatively with others
- Follow District safety practices and procedures

Education: High School diploma or equivalent.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain.  
   Driving: Heavy

2. Communicates effectively using a two-way radio.

3. Works in extreme weather conditions including heat and rain. Will work in areas containing chemicals, dust, exhaust, fumes, insects, snakes, and dogs.

4. Repeatedly lifts meter lids weighing approximately 1 to 5 pounds.

See Human Resources for physical assessment form.