JOB DESCRIPTION

TITLE: METER READER TRAINEE

Date: February 2012

SECTION: METER READERS

SRN: A - 14

DEPARTMENT: SERVICE

REPORTING RELATIONSHIP:

Reports to: Meter Reader Manager

Supervises the following positions: Not Applicable

DEFINITION: An entry level for meter reader personnel. Under close supervision, will learn to read water meters and report water usage. Will learn to receive payments on delinquent accounts and to disconnect or connect water service.

ESSENTIAL FUNCTIONS:

1. On an assigned route, reads water meters and accurately records readings into a handheld computer.

2. Turns water on and off as directed.

3. Works tactfully and courteously with customers.

4. Adheres to District safety practices and procedures.

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: A minimum of 1 year of customer service experience is desired.

Skills/Abilities: 
- Accurately enter data into a handheld computer
- Communicate effectively with employees, supervisors, public, and maintain cooperative working relationship
- Meets the daily expected number of meters read goal per assigned route.

Knowledge of: 
- Basic mathematics
- Basic recordkeeping
- Local geography, street names and locations
- Safe working practices.
PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites. Uses a two-way radio for communication.

2. Works alone in extreme weather conditions including heat and rain. May work in areas containing chemicals, dust, exhaust, fumes, insect snakes, and dogs.

3. May dig with shovel.

See Human Resources for physical assessment form.