



CITY OF RICHLAND

CLASSIFICATION TITLE: METER READER	AFFILIATION: Affiliated (IUOE)
REPORTS TO: ELECTRICAL SYSTEMS SUPERVISOR OR DESIGNEE	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Electrical Systems Supervisor or designee, reads, records and reports commercial and residential electric and water meters to determine consumption and inspects meters for leaks, broken glass, seal malfunctions, defects, tampering and unauthorized connections. Subject to after hours and weekend work as needed.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.

- Reads, records and reports commercial and residential electric and water meters to determine consumption.
- Inputs meter readings, meter conditions and special instructions accurately into a hand-held portable processor.
- Inspects meters for leaks, broken glass, seal malfunctions, defects, tampering and unauthorized connections.
- Performs re-reads of meter readings as required, including ons and offs for Customer Service.
- Locates newly installed meters and records meter location according to established procedures.
- Sets up new accounts and sequence numbers to establish routes for newly developed areas; enters new meter information, meter number, serial number and reading.
- Responds to customer questions and complaints, records special requests and maintains good public relations.
- Maintains a schedule within a team environment.
- Operates, services and make minor repairs on equipment.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- City codes, regulations, policies and procedures.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Electric and water meters.
- Basic math skills.
- Microsoft Office software programs.
- Richland geography, street locations and names.
- Applicable health and safety policy, procedures and practices.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Transfer routes for billing and generate reports.
- Observe legal and defensive driving practices.
- Work around various animals including (horses, dogs, cows, etc.).
- Maintain records and prepare reports.
- Operate various equipment and small hand tools to assigned activities.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provides continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license upon hire date.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site.
- Involves work outdoors on a year round basis and is subject to extreme weather conditions.
- Work requires inspection of meters, which may be dirty and strewn with debris.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or in the field.
- May be exposed to snakes, rodents, animals and bugs.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Operate a motorized vehicle, including driving in inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to stand, stoop and walk for long periods of time, sit, bend, reach with arms and hands, kneel and stretch, and occasionally crawl in tight spaces, as well as the ability to climb ladders and stairs.
- Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry or pull materials or objects weighing up to 50 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching.
- Good vision to read print, hand held portable processors and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.