



CITY OF SENECA
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Seneca, South Carolina 29678
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SENECA LIGHT & WATER POSITION DESCRIPTION – METER READER

GENERAL PURPOSE

Reads electrical and water consumption meters and records volume used by residential and commercial consumers. Reports to a Meter Reader Supervisor.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Walks or drives truck over established route and takes readings of water and electric meter dials.
- Inspects meters and connections for defects, damage, and unauthorized connections.
- Installs, raises, and cleans meter boxes.
- Records readings and other important information as required by supervisor.
- Indicates irregularities on forms for necessary action by servicing department.
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Turns service off for nonpayment of charges in vacant premises, or on for new occupants.
- Checks quality of meters against standards.
- Returns Itron reading device to business office for billing purposes.
- Performs routine inspections of water lines and reports any leaks or problems to the supervisor.
- Assembles tools, equipment, and materials and performs specific work tasks on the city's water and sewer system as instructed.
- Assists in resolving customer water/sewer complaints.

- Marks location of meters on route so other meter-readers will be able to read meters in employee's absence.
- Learns additional meter routes to be able to fill in during absences.

PERIPHERAL DUTIES

Is required to fill in for other positions in the department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent and
- (B) One (1) year of experience in utility construction, plumbing or related field; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of data entry; working knowledge of basic arithmetic;
- Skill in operating listed tools and equipment.
- Ability to perform and record arithmetic computations accurately and quickly.
- Ability to accurately read and record data from various type of meter dials.
- Ability to communicate effectively verbally and in writing.
- Ability to work in inclement weather.
- Ability to establish successful working relationships.
- Ability to work with angry or difficult customers.

SPECIAL REQUIREMENTS

Must possess a valid SC Driver's License.

TOOLS AND EQUIPMENT USED

Charts, Entry Books, File Cabinets, Pens, Pencils, Electronic Meter Reading Device, Truck, Hand Tools, Spades, Water Dip Cups, Pumps, Saw, Paint, Hedge Trimmers, Work Orders, Route Maps, Shovels, Wrenches, Instruction Manuals, Water Pump, Itron Device

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is occasionally required to reach with hands and arms.
- The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must occasionally lift and/or move up to 20 pounds.

- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
 - The employee regularly works in outside weather conditions.
 - The employee is frequently exposed to wet and/or humid conditions.
 - The employee is occasionally exposed to brown recluse spiders, black widows, dogs, snakes, and insects and risk of electrical shock.
 - The noise level in the work environment is usually moderate.
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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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.