

Part-Time Meter Reader

DISTINGUISHING FEATURES OF THE CLASS

PART-TIME METER READER works under the general supervision of the Water Plant COE/Superintendent and or Assistant COE, to perform meter reading and routine maintenance, repair and locating of water distribution system lines, valves and meters. Interacts with the public. May be required to perform other related duties as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drive truck and walks over assigned established route and records readings of water meters.
- Changing/replacing meters.
- Inspects meters and connections for defects, damage and unauthorized connections. Records any meter conditions such as pulled, covered etc.
- Records meter readings.
- Cleans out flooded and buried meters and inspects service lines/connections for water leakage.
- Replaces broken meter box lids.
- Performs emergency shut off/on.
- Performs related duties such as completing paperwork daily, reporting any additional information as necessary.
- Operates assigned vehicle and maintains responsibilities for the general care during hours of operation.
- Performs other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED. Must have good mechanical skills. Must be capable of walking 3 to 5 miles while bending, stooping, and being alert while outdoors in all weather conditions; Ability to work outdoors subject to changing weather conditions; Valid Ohio Driver's License and a good driving record required. Candidate must currently reside within Ottawa County to help facilitate prompt arrival times to the days schedule. Work is primarily 20 hours weekly, weekends as needed.

PHYSICAL DEMANDS

- While performing duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel, or operate objects or tools. The employee may be required to lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.
- Ability to tolerate exposure to heat, cold, dampness, chemical fumes, dirt, and/or dust.

WORK ENVIRONMENT

The essential duties of this position require the employee to work in any and all-weather conditions.

The class specification which appears above is intended to be sufficient to merely identify the class and be illustrative to the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties which may be required of employees holding a position assigned to this class. This position is paid hourly Non-exempt.