

GRAYSON COUNTY WATER DISTRICT
METER READER

OBJECTIVES

To read water meters on designated routes according to schedule. To create a positive relationship between the Grayson County Water District, the customers, and fellow employees, working effectively and efficiently resulting in high morale and productivity.

REPORTING RELATIONSHIPS:

Reports to: Water Quality/Metering Coordinator

ESSENTIAL FUNCTIONS:

- Reads water meters on designated dates as scheduled in office.
- Proof reads all meters annually
- Maintains route file, assigns sequence numbers, updates bill locations, and keeps other data current, keying information into the CRT.
- Consults with the Water Quality/Metering Coordinator concerning procedures and technical or mechanical problems with equipment.
- Pulls and test meters by designated schedules.
- Maintains meter and ERT inventory.
- Communicates with members in a manner that promotes a positive image for the cooperative.
- Communicates with the Water Quality/Metering Coordinator for advice and direction relative to problems or peculiarities of the routes.
- Maintains adequate supplies to complete daily route.

- Carefully plans annual leave so that reading schedules can be met.
- Schedules regular vehicle maintenance. Makes routine checks and keeps vehicle presentable. Complete monthly vehicle inspection.
- Assists in remedying trouble on outage and service calls assuring that service interruptions and customer inconvenience are held to a minimum. Maintains current knowledge of water lines, pumps, controls in service, and correct procedures to back feed lines.
- Performs all duties and operations in correlation with standards established by the Water District and the Kentucky Division of Water.
- Assist with Water Quality measures when needed.
- Assists throughout the workday with any type of workorder issued through the Field Hawk mobile workforce.
- Create WO's in the field when leaks are found while reading and request online a locate for the planned repair, while on site.
- Assumes responsibility for maintenance of all tools, work equipment, and buildings in a clean, neat and safe working condition. Personal tools are subject to inspection and replacement as necessary.
- Performs standby duty as required.
- Assist with collections delinquent accounts.
- Works according to safety rules and policies adopted by the Water District, is responsible for own safety and reports all accidents to manager.
- Complies with traffic laws, regulations, and safe practices while operating any company vehicle.

IMPORTANT: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by the immediate supervisor and other management as required.

Grayson County Water District reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules

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based on the needs of the District and/or their duties to accommodate individuals with disabilities.

JOB SPECIFICATION

JOB SPECIFICATIONS

POSITION: **Meter Reader**

EDUCATION

High school graduate or equivalent.

EXPERIENCE:

Minimum of one year's experience in meeting and dealing with the public.
Strong computer skills are essential to the function of this position.

KNOWLEDGE:

Must have basic knowledge of mechanics and hydraulics or the ability to learn.
Must have understanding of meter reading process and billing procedures or the ability to learn.
Must have knowledge of Water Districts policies relative to service connects and disconnects or the ability to learn.
Must be willing to attend courses related to work.

ABILITIES AND SKILLS

Must have ability to accurately read all types of water meters and key information into billing machines.
Must be able to follow instructions carefully and to work through technical or mechanical problems.
Must meet people easily and answer inquiries satisfactorily.
Must be aware of daily and monthly schedule of meters to be read.
Should be able to read and interpret system maps.
Must be flexible for assignments within the Department and on-call duty.
Must be able to change out meters.
Must have ability to successfully complete First Aid and CPR Courses.

WORKING CONDITIONS

Outside work in all types of weather and road conditions with considerable driving and walking.

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Must carry handheld radio and laptop or I-Pad with SCADA applied when scheduled for on-call duty

Must be able to work a 40-hour week plus additional time at night, weekends, and holidays for standby duty.

OTHER:

Must have a valid driver's license.