

WATER METER READER

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve reading water meters and accurately recording consumption of domestic and industrial users. Employees are also responsible for reporting leaks and other conditions resulting in waste of water to supervisors. The work is performed according to established routine under general supervision. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Reads water meters at both commercial and residential installations;
- Keeps accurate records of readings and makes basic consumption calculations;
- Checks variations in readings;
- Reports defective meters, leaks or unusual plumbing to supervisor;
- Assists in preparing monthly water bills for mailing

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the geography of the city; working knowledge of the operation of mechanical measuring devices; ability to understand and carry out oral and written directions; ability to make simple arithmetical calculations; ability to record figures accurately and to submit legible records and reports; courtesy and tact in dealing with the public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of two years of high school;
- OR (B) Six months of clerical experience involving public contact;
- OR (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Competitive Class

(Part-time) Non-Competitive Class