

Meter Reader Water Department

Position

Reporting to the Water Department Director, this position is responsible for reading water meters to record usage data.

Salary: \$12.25/Hourly

Posting: November 8, 2018 through November 15, 2018

Submit resume to Bartow County HR via email to cogginsm@bartowga.org or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

MAJOR DUTIES

- Walks or drives a truck along established routes.
- Reads water meters electronically and manually to determine usage.
- Installs and replaces water meters.
- Locates and repairs leaks.
- Installs fire hydrant meters.
- Disconnect services for non-payment.
- Provides information and assistance to customers.
- Re-reads meters as needed.
- Maintains assigned vehicle.
- Replaces cut-offs.
- Prepares work orders as needed.
- Flags traffic at work sites as needed.
- Responds to after-hours emergencies.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of meter locations and reading routes.
- Knowledge of county and departmental policies and procedures.
- Knowledge of water meter installation and repair principles.
- Skill in the operation of assigned vehicles.
- Skill in the provision of customer service.
- Skill in the use of assigned tools and equipment.
- Skill in prioritizing and organizing work.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Meter Reader Supervisor or Meter Reader Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related meter reading duties. Heavy traffic and inclement weather conditions contribute to the complexity of the position.
- The purpose of this position is to participate in the reading of water meters. Successful performance helps ensure the accuracy of water billing information.

CONTACTS

- Contacts are typically with co-workers, other county employees, residential customers, business customers, other utility providers, plumbers, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed outdoors. The employee is exposed to dust, dirt, grease, and occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.