

## Meter Reader Water Department

### Position

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

**Salary:** \$12.13/Hourly

**Posting:** November 14, 2017 through November 21, 2017

Submit resume to Bartow County HR via email to [cogginsm@bartowga.org](mailto: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 licenses issued by the State of Georgia for the type of vehicle or equipment operated.