

CITY OF THE COLONY Status: Non-Exempt Supervised By: Senior Meter Reader	METER READER	WATER DISTRIBUTION Revised 02/2012
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JOB SUMMARY
Provides accurate documentation to the billing department from water meter reads and meter maintenance. Interface with customers and provide complete and courteous customer service to the citizens of The Colony.

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Walks an average of five miles daily while reading meters. Requires kneeling, bending, stooping or squatting, lifting and replacing meter lids. 2. Entering meter reads into hand held computer device by manual or touch pad input. 3. Maintain and/or replace meters and meter boxes. 4. Carry out various work orders required to verify reading accuracies. Turn on/turn off meters and respond to customers needs. 5. Operate city vehicles safely and responsibly. Operate jackhammers, sewer cleaning machine and backhoe when properly trained. 6. Assist on mainline water breaks and emergency situations involving water supply to the city. Safely direct construction area traffic. 7. Perform basic plumbing procedures associated with maintaining meter connections, repairs and moving lines. 8. Communicate effectively and courteously in person, in writing, over the telephone, and via e mail. Provide clear and accurate documentation. 9. Perform duties predominantly outdoors in all weather extremes. Be available for after hours and on call situations. Must be able to lift and carry 100 pounds, push, pull, or drag 150 pounds, sit, stand, stoop, bend, and twist for Extended periods of time making utility repairs. 10. May be required to perform other department duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES
Operate dump truck, backhoe equipment, jackhammer, sewer cleaning machine, and pipe cutting / pipe fitting equipment. Must have good math skills.

EDUCATION, EXPERIENCE AND CERTIFICATION
High school diploma or G.E.D. Texas drivers license with acceptable driving record. Ability to acquire a C" certificate of competency in water distribution within 2 years, and a class B CDL within 6 months of employment.

CERTIFICATION	
Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: