

METER READER - 545

DEFINITION OF WORK

Under immediate supervision, performs responsible field clerical work in reading water meters; does work as required.

EXAMPLES OF WORK

Reads water meters on an assigned route and records findings; computes water consumption; keeps records of meters read and reports meters not accessible for reading; checks to see that meters, visible plumbing and wiring are correctly installed and functioning properly and reports defects to a superior for further actions; makes special readings as required.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma.

Knowledge, Skills and Abilities: General knowledge of the methods and procedures involved in the reading of meters and recording of utilities consumption; general knowledge of the geography and street locations of the city; ability to write legibly; ability to make simple arithmetical calculations rapidly and accurately; ability to establish and maintain effective working relationships with the general public; ability to do considerable walking under varying climatic conditions.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license.

