

# CITY OF FOSTORIA

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Class Title:</b>	Meter Reader	<b>Employee Name:</b>	
<b>Class Number:</b>		<b>Position Title:</b>	Meter Reader

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<b>Dept./Division:</b>	Utility Department	<b>Civil Service Status:</b>	Classified
<b>Reports To:</b>	Utility Billing Manager	<b>Employment Status:</b>	Full-Time
<b>Pay:</b>	Hourly	<b>FLSA Status:</b>	Non-Exempt

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## QUALIFICATIONS

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education (high school or GED), plus one (1) year experience in performing semi-skilled labor and operating light motorized equipment, or an equivalent combination of education, training, and/or experience.

## LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio driver's license and remain insurable in accordance with the City's vehicle insurance policy; possession of a valid State of Ohio Commercial Driver's License (CDL) desired.

## EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive:

Light and heavy motorized equipment (e.g., dump truck, backhoe, etc.); motor vehicles, hand and power tools; meter reading device.

## INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee: is exposed to hazardous driving conditions; inclement weather (e.g., snow, sleet, rain, etc.); potentially vicious animals; upset or hostile members of the general public; may be exposed to light and heavy motorized equipment; may work in trenches, ditches, or excavations.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

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Date Adopted: \_\_\_\_\_

Developed by:

Date Revised: \_\_\_\_\_

Clemans, Nelson & Associates, Inc.

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**Employee Name:**

**Class Number:**

**Position Title:**

Meter Reader

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION

For purposes of 42 USC 12101:

1. Locates and reads water meters; records consumption and usage; observes meter location for possible problems (e.g., leaks, tampering, malfunctions, unusually high readings, etc.); documents observations and refers the matter for repair/maintenance.
2. Maintains records of meter repair, services, and installation activities; documents time spent on calls, action taken, parts utilized, etc.; updates records to ensure accuracy and completeness in accordance with policy and procedure.
3. Receives and responds to customer inquiries and complaints regarding water consumption; notes reason for requested maintenance; schedules service appointments; investigates complaints.
4. Assists with service calls to residences and businesses requesting meter service; locates meter site; removes, repairs, or replaces meters; installs new meters; turns off delinquent accounts and reactivates accounts in good standing; tests newly installed, replaced, or repaired meters for accuracy and documents results.
5. Assists with a variety of unskilled, semi-skilled, and skilled tasks involving the installation, maintenance, and repair of waterline systems (e.g., installs new lines; repairs broken or damaged lines; repairs pumps, valves, and hydrants; installs fittings, clamps, and sleeves; etc.); returns work site to original condition.
6. Operates motorized equipment necessary to complete installation, maintenance, and repair projects (dump truck, backhoe, etc.).
7. Maintains required licensure and certification.
8. Demonstrates regular and predictable attendance.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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### OTHER DUTIES AND RESPONSIBILITIES:

1. Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the City of Fostoria.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)

**Knowledge of:** City of Fostoria policies and procedures; utility construction, maintenance, and repair; mechanical maintenance; water distribution systems construction, maintenance, and repair; water meter maintenance and repair; proper lifting techniques; local geographical area.

**Skill in:** motor vehicle operation; use or operation of light and heavy motorized equipment; use of mechanic's tools and equipment.

**Ability to:** carry out simple instructions; complete routine forms; communicate effectively; cooperate with co-workers on group projects; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work sites.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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Date Adopted: \_\_\_\_\_

Developed by:

Date Revised: \_\_\_\_\_

Clemans, Nelson & Associates, Inc.