

CITY OF SAVANNAH JOB DESCRIPTION

JOB TITLE: METER READER I

CLASSIFICATION: Non-Exempt/Regular Full-Time Employee

REPORTS TO: Customer Service Manager

PREPARATION DATE: March 15, 1995

REVISION DATE: August 26, 2021

DEFINITION:

Employees in this class are under supervision of the Customer Service Manager. Work performed in reading meters, recording consumption, and performing related work as required.

EQUIPMENT/JOB LOCATIONS:

Employee will operate a computer. Will also be required at times to operate light duty equipment and small wheel equipment.

Typically works outdoors, sometimes regardless of weather conditions.

Work may expose employee to high places, dangerous machinery and its moving parts, sharp tools, fumes, chemicals and/or toxic substances.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Reads water and gas meters on assigned route and makes special reading as directed.

Records meter readings and reviews consumption records to ascertain inconsistency or discrepancy.

Checks to see that meters are functioning properly and reports malfunctions.

Performs meter testing as required.

Reports leaks and breaks as discovered on routine assignments.

Assists public with information as may be required on meter reading.

METER READER I

Informs customers of potential problems with their service lines.

Light-up and cut-off gas pilot lights as required.

Employee may be required to lift heavy objects weighing more than 25 pounds.

Reports unauthorized use of fire hydrants.

Assist with cut-off list for non-payment of bills.

Assist with checking customer complaints concerning water, wastewater and/or gas bills, including making physical inspection of connections and checking meter readings.

Performs other work as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of geographic area of the city and county.

Ability to learn field clerical task readily and to adhere to prescribed routine.

Ability to write legibly.

Ability to make simple arithmetic computations and tabulations accurately.

Ability to operate light motor vehicle.

Ability to walk long distances.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain an effective working relationship with the public and other employees.

Knowledge of using computer meter reading equipment.

QUALIFICATIONS:

Any combination of training and experience equivalent to:

Graduation from a standard high school.

Must possess a valid Tennessee Operator's License.

Must pass a pre-employment physical and pre-employment drug screening.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, explosives, disease, pathogenic substances, or rude/irate customers.

The City of Savannah, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THIS IS A SAFETY SENSITIVE POSITION

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT:

This job description reflects the general duties and responsibilities of this position and is not all-inclusive. The employee may be assigned other duties that are not specifically included.

Employee Signature

Date