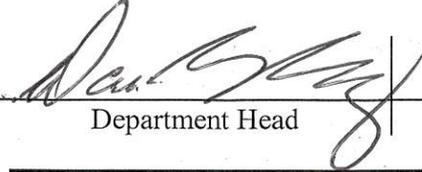


**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Meter Reader	DEPARTMENT: City Manager's Office
RANGE: 26	DIVISION: Customer Service
EFFECTIVE DATE:	REVISION DATE: 8/10

APPROVALS

 Department Head	 Human Resources Director	 City Manager
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PURPOSE OF POSITION:

This is a non-exempt position in the Customer Service Division responsible for reading electric and water meters; occasionally connecting and disconnecting of service; updating problem conditions and performing minor maintenance of meters.

ESSENTIAL JOB FUNCTIONS:

- Record, in the field on assigned routes, usage of water and electricity and transmits information to billing section for proper payment
- Read manually-billed meters (not in regular route).
- Keep records of meters read (manually or electronically) and report meters not accessible for reading and complete rereads as required.
- Check meters to ensure proper functioning, report defects, and clean out meter boxes if necessary; may occasionally assist in installation of service for new customers.
- May be required to perform overtime work as needed.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High school diploma/equivalent.
- Any combination of experience and/or training that would likely provide the required knowledge and abilities.

SPECIAL CERTIFICATIONS, REGISTRATIONS, LICENSES REQUIRED:

- Valid Oklahoma driver's license and possess a driving record in accordance with the City's requirements.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Ability to handle potentially irate customers with tact and diplomacy.
- Ability to read and record information accurately and to use electronic reading equipment.
- Ability to use computer in all tasks related to meter reading.
- Ability to work independently and with minimal supervision.
- Ability to learn geographic area.
- Ability to recognize and report problem conditions.
- Ability to operate a vehicle in a safe manner.
- Ability to connect and disconnect electric and water service for customers.
- Ability to communicate effectively.
- Ability to effectively transmit and receive information over 2-way radio or telephone.
- Ability to safeguard city vehicles and equipment by scheduling for regular maintenance; exercise due care and safety precautions while driving in all weather conditions; keep vehicles clean and free from litter.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to navigate through yards, alleyways, and other uneven surfaces.
- Must be capable of lifting objects like lids over twenty-five (25) pounds at frequent intervals and fifty (50) pounds infrequently.
- Must be able to exert oneself physically over short intervals.
- Must have adequate eyesight to drive, read printouts and computer monitor, read water and electric meters.
- Must be able to perform assigned duties safely and with manual dexterity, for example, connecting and disconnecting an electrical meter.
- Must be able to effectively operate equipment associated with the position.
- Must occasionally work in confined or cramped positions to obtain access to meters in or around shrubbery.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS:

- Must work outside in varying weather conditions, heat, cold, humidity, rain, etc.
- Occasionally confined or cramped positions when climbing in or around shrubbery to read meters.
- Moderate exposure to insect bites or poison ivy, etc.
- Requires continuous attention to safe work and operating procedures to ensure the safety of one's self and others.
- Exposure to unfriendly dogs and other domestic animals or small wild animals, insects, vermin, and snakes.
- Exposure to electrical current while servicing 120 volt to 3 phase meters. Exposure to CT meters.

JOB LOCATION:

- Work will be performed primarily in the field, occasionally in the office.