

CITY OF NICHOLASVILLE  
POSITION DESCRIPTION

Class Title: Meter Reader I  
Department: Utilities/Meter  
Supervisor: Meter Superintendent  
Supervises: None  
Grade 52

Class Characteristics: Under general supervision, serves as meter reader for the city; connects, disconnects and reconnects meters; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Reads water and electric meters on assigned routes on a monthly basis; checks meters for accuracy; performs re-reads as requested; performs final-bill readings as requested.
2. Locates meters at new construction sites and connects service.
3. Disconnects services for non-payment; reconnects services when requested.
4. Assists with handling problems and complaints as requested.
5. Performs "on-call" duties on a regularly scheduled basis.
6. Performs preventive maintenance duties on vehicle; cleans and maintains vehicle and hand tools.
7. Assists other departments/divisions as requested, including duties which are not related to job classifications.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by one year work experience including frequent contact with the public.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, federal and state laws and administrative regulations and policies and procedures governing assigned duties, including confined space legislation.
2. Knowledge of, or ability to learn, the geography of the service area, including location of streets, roads, and meters.
3. Knowledge of, or ability to learn, work hazards and applicable safety precautions associated with tools and equipment.

Skills:

1. Skill in the use of hand tools.

Abilities:

1. Ability to read meters accurately; ability to remember the location of meters throughout the system.
2. Ability to establish and maintain effective working relationships with other employees and the general public.
3. Ability to walk long distances and remain outdoors for extended periods of time, regardless of weather conditions.

ADDITIONAL INFORMATION

Instructions: Instructions are initially very specific, but become more general with experience.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing work.

Review of Work: Work is thoroughly reviewed initially, with less review with work experience.

Analytical Requirements: Duties are of a routine nature.

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Physical Demands of the Job: Work is performed outdoors for extended periods of time during all weather conditions, requiring walking long distances each day; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; exposed to high places, confined spaces, and must use stairs and ladders; must operate vehicle regardless of weather conditions.

Tools and/or Equipment Used: Vehicle, hand held computer, pile wrench, hand pump, tube, small hand tools.

Contacts: This position requires entering private property, therefore applicants must not possess a police record for theft or crimes against persons.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license issued by the Commonwealth of Kentucky.

Certification Requirements: None.

Additional Requirements: Must be able to perform "on call" duties on a regularly scheduled basis.

Overtime Provision: Non-exempt.