

City of Greenbrier Job Description

Job Title: Meter Reader

Reports To: Water/Wastewater Supervisor

Supervises: None

FLSA Status: Non-Exempt

Salary Range: \$16.85 - \$23.80

Summary Under general supervision, manually or uses handheld device to electronically read water meters. Installs or replaces meters and repairs meter boxes. As assigned, performs routine maintenance and repair of City water distribution system, sewer collection system, and stormwater system and assists in street maintenance.

Essential Job Duties To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reads Water Meters

- Obtains water distribution system master reading daily.
- Visually or by using electronic handheld device, reads residential and commercial water meters.
- Logs in water usage data as needed; provides to utilities billing staff.

2. Disconnects and Reconnects Water Service

- Obtains or is assigned work tickets.
- Disconnects or reconnects water service per work tickets; logs completion.
- Interacts with customers in cordial manner.

3. Installs/Replaces Water Meters

- Obtains or is assigned work tickets.
- Installs/changes out meters per work tickets; logs information.
- Repairs meter boxes.

4. As Assigned, Maintains/Repairs Water Distribution and Wastewater Collections System Lines

- Installs new water and sewer lines; repairs cleanouts; cuts and fuses pipe.
- Installs new service lines and taps.
- Locates and inspects water/sewer lines; detects and repairs leaks.
- Collects water samples, checks chlorine residuals; logs data.
- Replaces water meters.

5. As Assigned, Performs Streets Maintenance

- Patches potholes; repairs signs.
- Mows ROW.

6. Operates Equipment

- Operates dump truck.
- Operates lawn mowers, tractor and bushhog.
- Performs routine preventive maintenance on equipment.

7. Responds to Emergency Calls.

- Responds to emergency calls as appropriate or as directed; requests assistance as needed.
- Assists with emergency repairs to water/wastewater lines, lift stations, etc.; assists in mitigating drainage problems.

Other Job Duties

Performs other job duties as assigned, including:

- Sets safety cones and/or temporary signs around work site and directs vehicular traffic around and through work sites with handheld flags to provide a safe working environment and citizen safety in the work site vicinity.

Equipment Operated

- Operates pickup truck, dump truck, lawn mowers, tractor and bushhog, line trimmers, line tapping equipment, various hand tools.
- Phone, computer, printer, handheld meter reading device.

Competencies Required

Competencies important for successful job performance include:

Technical Understanding:

- Basic knowledge of methods, equipment, materials, and operating and maintenance practices used in the construction, maintenance, and repair of modern water distribution and wastewater collection systems.
- Basic knowledge of the operation and maintenance of heavy and light equipment, as well as a variety of small machinery and hand tools.
- Knowledge of the occupational hazards of work and the necessary safety precautions that may be needed.
- Ability to understand and act based on application of laws, rules, regulations, and guidelines as set by the US Environmental Protection Agency and TDEC.
- Knowledge of the Confined Space Entry procedure as approved by OSHA.

Written Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Verbal Communications Skills

Ability to effectively present information and respond to questions from managers, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret graphic representations.

Drive for Results

Sets high expectations for self; accepts responsibility for timely and effective completion of work. Does whatever it takes to safely and effectively achieve desired results.

Teamwork

Aids others when they need it; anticipates others' need to know and provides required information; listens and responds constructively to other team members' ideas; gives honest and constructive feedback to other team members.

Adaptability – Changes approach and methods to achieve results to fit circumstances; copes well with uncertainty; embraces change.

Safety

Complies with all safety rules and guidelines; maintains awareness of surroundings to identify hazards and help others embrace safe practices.

Attention to Detail

Thorough and conscientious in completing job tasks; diligently checks work to ensure that all essential details have been considered.

Flexibility

Able to switch from one task to another as needed.

Physical Requirements and Work Environment

Physical Demands: Performance of the essential duties of this job requires the incumbent to:

- Frequently stand.
- Frequently walk.
- Occasionally sit.
- Regularly use hands to finger, handle, or feel.
- Regularly reach with hands and arms.
- Frequently stoop, kneel, crouch, or crawl.
- Frequently talk or hear.
- Occasionally lift up to 50 pounds.

Work Environment: Performance of the essential duties of this job requires:

- Occasional exposure to wet or humid conditions (non-weather).
- Occasional work near moving mechanical parts
- Occasional exposure to fumes or airborne particles
- Occasional exposure to toxic or caustic chemicals
- Regular exposure to outdoor weather conditions
- Occasional exposure to electrical shock.

The employee must have the ability to occasionally work beyond normal hours, at night or on weekends.

Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through attainment of a High School Diploma or GED, plus one year of related experience and/or training; or an equivalent combination of education and experience.

Required Certifications:

- Valid Tennessee driver's license

Other Requirements:

Must submit to and pass a pre-employment drug screen.