

## CITY OF LATHROP

### WATER METER READER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Water Meter Reader series, including reading water meters in an assigned area to record water consumption for a given period; inputs data into hand-held meter reading device; verifies water meter numbers and service codes; checks water meters for missing seals, glass, lights out and/or tampering and makes necessary reports; detects and reports damaged or unusual meter conditions; and performs related work as required. Demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Water Meter Reader I**

The **Water Meter Reader I** is the entry level class in the Water Meter Reader series that allows the incumbent to learn to read water meters under close supervision and then are assigned to read a route. Incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with Water Meter Reader II. Incumbents may advance to the higher level after gaining experience and achieving proficiency that meet the requirements for the higher level classification.

##### **Water Meter Reader II**

The **Water Meter Reader II** is the journey level class in the Water Meter Reader series in which incumbents are expected to independently perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Utility Maintenance Supervisor in that the latter is the advanced journey level classification responsible for providing lead direction and training to assigned crews.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Water Meter Reader I**

Receives immediate supervision from the Utility Maintenance Supervisor. Incumbents in this class do not routinely exercise supervision.

##### **Water Meter Reader II**

Receives general supervision from the Utility Maintenance Supervisor. Incumbents may exercise functional and technical supervision over lower level maintenance personnel, seasonal and temporary staff.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Must possess physical characteristics to perform the critical and important duties of the job, including stamina to walk 7 to 10 miles a day; climb embankments, stairs, and fencings to four feet; agility to crawl through narrow spaces; and bending 200 times per day. Must be willing to work alone, in a variety of weather conditions, where hostile dogs and people may be encountered. Ability to install and repair water meters in different sizes and weight. Ability to work in confined areas (i.e. pipelining in trenches, pump houses and alleys). Ability to lift up to 60 pounds, twist, bend, stop, kneel, push, pull, squat, and reach overhead.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Water Meter Reader I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Water Meter Reader I**

A high school diploma or equivalent. One year of experience in the maintenance and repair of water and sewer systems is desirable.

**Water Meter Reader II**

In addition to the above, two years of experience equivalent to that of a Water Meter Reader I in the City of Lathrop, or other jurisdiction, including experience in the maintenance and repair of water and sewer systems, and a high school diploma or equivalent.

**License/Certificate:**

Must possess a valid California Driver's License Class C license and have a satisfactory driving record.

**Training Requirements:**

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between I and II levels.) which include, but are not limited to, the following:*

- Basic mathematical principles;
- Read residential and commercial water meters on assigned routes and record readings;
- Input data into hand-held meter reading device;
- Verify meter numbers and service codes;
- Compare the current reading with prior readings to determine accuracy and appropriateness of reading;
- Check meters for missing seals, glass, lights out and tampering and makes necessary reports;
- Discuss meter problems with supervisor;
- Identify address for new water utility billing;
- Tactfully respond to citizen inquiries and complaints;
- Verify water meter numbers and service codes;
- Follow oral and written instructions;
- Work independently in the field with minimum supervision;
- Work with the public effectively and cooperatively in a courteous and professional manner;
- Knowledge of City streets and address system;
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration.
- Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials.
- Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.
- Participate in hazardous material and waste management training and professional development activities, including necessary certification.