



<b>DATE</b>	May 2007
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Meter Reader  
DEPARTMENT/DIVISION: Finance  
REPORTS TO: Meter Services Supervisor

**SUMMARY:** Responsible for performing activities related to reading residential and commercial meters and performing field customer service. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Conducts field readings of residential and commercial meters. Logs results utilizing established guidelines.
- Provides field customer service activities related to new service, service suspensions, service cancellations, high bill complaints, flow checks, and/or other related issues.
- Prepares and maintains a variety of records, logs, work orders, and/or other related documentation.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of City geography;
- Skilled in providing customer service;
- Skilled in reading maps;
- Skilled in preparing and maintaining records;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- One year of related customer service experience.
- Requires a valid Texas Driver's License.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent climbing, balancing, reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 100 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is performed in close quarters and high and precarious places.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.