



JOB DESCRIPTION
CITY OF JACKSONVILLE, ALABAMA
UTILITY OFFICE

METER READER/UTILITY SERVICE WORKER

RANGE: 8

CODE: 1410

JOB DESCRIPTION

This is a combination of field clerical work in reading meters for the utilities of gas and water, and performing semi-skilled work in support of utility systems of gas and water. Employees in this class follow designated routes, locating and reading water and gas meters. Employees also perform varied tasks in the installation and maintenance of components of the utility systems for water and gas. The work of reading meters is performed independently after an initial training period, and the system maintenance work may also be performed independently. The work performed is evaluated through review of meter readings and observations of results. Works under supervision of the utility office supervisor.

ESSENTIAL FUNCTIONS

All duties listed may not be found in each position, nor does the list include all tasks, which may be assigned to positions in this class.

- Reads meters for gas and water, and records these readings under strict time constraints.
- Checks meter readings for accuracy from service orders.
- Checks meters to ensure proper operation and reports defective meters.
- Assists with turning services on and off at customers' request and for nonpayment.
- Removes and replaces meters; dismantles meters and replaces worn or defective parts; returns meters to inventory.
- Repairs leaks in water meter boxes, and keeps water meter boxes clear of other materials.
- Verifies gas pressure tests to ensure City, State, and Federal regulations are followed, and to ensure customer safety.
- Repairs or replaces fogged and/or damaged gas indices.
- Operates tools necessary to install and replace meters.
- Paints commercial and residential gas meters as needed.
- Maintains records of inventory used for repairs.
- Performs related work as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to learn occupational hazards and safety precautions of the work. Ability to learn inspection techniques and methods.
- Ability to walk for relatively long periods and to carry small loads for long periods while reading meters in varied weather conditions.

- Ability to work for prolonged periods in all seasons outdoors.
- Ability to use power tools.
- Ability to recognize unsafe gas meter sets.
- Ability to courteously and effectively meet and communicate with the public.
- Ability to follow oral and written work instructions.
- Ability to make independent decisions regarding the repair and maintenance of water and gas meters and meter sets.

QUALIFICATIONS

- Graduation from an accredited standard senior high school or possession of a GED.
- Plumbing experience preferred.
- Some experience in semi-skilled manual work and routine clerical work.

NECESSARY SPECIAL REQUIREMENTS

- Must possess a valid driver license and a driving record suitable for insurability.
- Must be able to lift at least 60 pounds.
- Must obtain USDOT Operator Qualification Certificate required for meter readers and service installation within 2 years of hire.