



## **METER READER**

Jurisdiction Class: Competitive  
Civil Division: Village  
Adopted by YCCSC: 3/24/1971  
Revised by YCCSC: 2/2/1994  
Revised by YCCSC: 6/7/1995  
Revised by PO: 2/7/2017  
Revised by PO: 2/5/2019

### **DISTINGUISHING FEATURES OF THE CLASS:**

This work consists of reading meters at consumer's homes, business establishments and municipal buildings and recording consumption. Leaks and other conditions resulting in waste of water are reported to supervisor for corrective action. Signs of meter tampering are reported to supervisor for corrective action. The work is performed under the general supervision of the Water/Sewer Maintenance Supervisor with wide leeway allowed for the exercise of independent judgement in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Reads and records electric or water meter readings;  
Reports damaged meters or water leaks to proper authorities for corrective action;  
May assist in collecting delinquent bills;  
Follows prescribed routines and routes in meter reading to assure public acceptance for entry into homes and businesses;  
May investigate complaints of disputed meter readings;  
May assist in repairs to hydrants, gates, valves, mains and pumps;  
Assists in receiving and storing of supplies and materials used in the department;  
Assists with water and electric shut offs;  
Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to acquire a working knowledge of the operation of mechanical and electrical measuring devices;  
Ability to operate electronic meter reading devices;  
Ability to understand and carry out oral and written directions;  
Ability to record or enter readings accurately;  
Ability to make simple mathematical calculations;  
Ability to walk long distances, climb stairs continuously;  
Ability to receive as well as give orders from a distance of up to 75 feet;  
Willingness to work under adverse weather conditions;  
Dependability;  
Accuracy;  
Tact and courtesy in dealing with the public and co-workers;  
Good eyesight;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

### **SPECIAL REQUIREMENT:**

Possession of a valid NYS driver's license at time of appointment and maintenance of such license throughout the tenure of employment