

DRAFT Christian Valley Park Community Service District

Job Title	Quarterly Meter Reader	Supervisor	General Manager
Division	Operations		
FLSA Status	[To Be Determined]		
JOB DESCRIPTION			

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under the direction of the General Manager or designated supervisor, the Quarterly Meter Reader performs the routine reading of District water meters on a quarterly schedule and records meter readings accurately and completely for billing and operational purposes. The position identifies unusual meter conditions, apparent leaks, damaged or inaccessible meters, and other conditions that may require follow-up. The Quarterly Meter Reader works independently in the field, maintains professional contact with District customers and property occupants when necessary, and performs related duties as assigned.

ESSENTIAL DUTIES, INCLUDING BUT NOT LIMITED TO:

- Read assigned water meters on the District's quarterly meter-reading schedule.
- Accurately record meter readings using the District's designated reading equipment, forms, or electronic system.
- Verify meter numbers and service locations and report discrepancies or irregularities.
- Identify and report apparent leaks, unusually high or low readings, damaged meters, broken lids, exposed equipment, and other conditions affecting meter service or reading accuracy.
- Report meters that are inaccessible, obstructed, damaged, tampered with, or otherwise unable to be read.
- Perform re-reads or field checks when readings appear inconsistent or when directed by the General Manager or designated supervisor – as needed.
- Maintain accurate and timely meter-reading records and submit completed readings and field reports as required.
- Exercise care when entering private property or approaching residences and maintain a courteous and professional relationship with customers and the public.
- Follow District policies, procedures, safety practices, and applicable traffic and field-work requirements.
- Protect District property, meter-reading equipment, records, and customer information.
- Communicate field conditions or customer concerns to the General Manager or designated supervisor and refer billing or account disputes to the appropriate District staff.
- Assist with other routine field or District operational duties as assigned and within the scope of the position.

ABILITY TO:

- Accurately read and record water meter registers and distinguish meter-reading information from other markings or numbers.
- Use a handheld meter-reading device, mobile device, written forms, or other equipment used by the District.
- Work independently, organize an assigned route, and complete quarterly meter-reading assignments within established timeframes.
- Walk, stand, bend, stoop, reach, climb or navigate uneven terrain as reasonably required to access meters.
- Work outdoors in varying weather and field conditions while following appropriate safety practices.
- Recognize and report unusual meter conditions, potential leaks, damaged equipment, and other problems.
- Communicate effectively and courteously with customers, property occupants, District staff, and members of the public.
- Read, understand, and follow written or verbal instructions.
- Maintain accurate records and protect confidential or sensitive customer information.
- Maintain cooperative working relationships with District staff, the public, contractors, and other parties encountered during field work.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work.

EDUCATION

No specific degree or formal educational credential is required. Graduation from high school or equivalent is desirable.

EXPERIENCE

- Previous experience involving meter reading, utility field work, route work, customer service, or similar outdoor work is desirable but not required.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position may perform additional duties and additional duties may be assigned.

Christian Valley Park Community Services District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.