

**BAY COUNTY DEPARTMENT OF WATER AND SEWER
JOB DESCRIPTION
METER READER**

GENERAL SUMMARY:

Read water meters and records volume used by residential and commercial consumers. Respond to water related service calls by performing the following duties.

EXAMPLES OF DUTIES:

- a. Walks or drives over established route and records meter reads.
- b. Obtains final reads for Customer Service.
- c. Delivers interoffice mail to/from the BAWTP and BCRC daily to the Administration Building.
- d. Assists Meter Reader/ Technicians as needed.
- e. Lock buildings daily after business hours and will perform light janitorial services.
- f. Flag traffic for crew(s).

The foregoing is not to be construed as a list of all the duties of this classification and Supervision has the right to assign other duties, as deemed necessary, to continue with the efficient operation of the employer's business.

THE FOLLOWING KNOWLEDGE AND ABILITIES ARE REQUIRED ON THIS JOB:

- a. Ability to operate automotive equipment skillfully and safely.
- b. Ability to properly follow instructions and cooperate with others.
- c. Basic knowledge of computers and programs as MS Outlook and MS Word.

EDUCATION AND/OR EXPERIENCE:

High School or Trade School graduate or equivalent on-the-job training and experience highly desirable.

GENERAL EDUCATIONAL DEVELOPMENT:

- a. *REASONING:*
Apply common sense understanding to carry out detailed but involved written and/or oral instructions.
- b. *MATHEMATICAL:*
Make mathematical calculations involving fractions, decimals and percentages.
- c. *LANGUAGE:*
Ability to understand oral and written instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

- a. Valid Michigan Driver's License

TEMPERAMENT:

Worker must adjust to situations involving doing things under specific instructions, must be able to adjust to situation and be able to adapt plans to fit circumstance(s).

PHYSICAL DEMANDS:

Involves lifting heavy objects, climbing, balancing, stooping, kneeling, crouching, crawling, reaching and handling.

WORKING CONDITIONS:

Both inside and outside work. Exposed to weather. Subject to noise and vibration, fumes, odors, dust, poor ventilation and risk of bodily injury.

THE BAY COUNTY DEPARTMENT OF WATER AND SEWER IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE DEPARTMENT OF WATER AND SEWER WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

March 20, 2018