

Class Code: 369
CITY OF ANAHEIM
Class Specification

Classification:
METER READER

DEFINITION: Under moderate supervision, reads domestic, commercial and industrial water and electric meters.

EXAMPLES OF ESSENTIAL JOB FUNCTION - Duties and responsibilities include, but are not limited to the following:

Locates and reads industrial, commercial and domestic meters.

Enters readings into hand held recorder device.

Reports readings which appear questionable.

Performs meter re-reads.

Checks the general condition and seals of meters and reports problems for repairs.

Removes dirt or other materials blocking access to meter.

Reports reading problems and violations of fire regulations.

Reports vacant residences where service has not been disconnected and suspected diversion incidents.

Assists in the training of new Meter Readers.

Assists other positions or work units with various support assignments or special projects on an as needed basis.

Performs other job-related duties as required.

JOB RELATED QUALIFICATIONS:

Knowledge Of: Meter reading techniques.

Ability to: Establish and maintain effective working relationships with those contacted in the course of work including co-workers and the public; read meters accurately, rapidly, and within department standards; understand customer questions and complaints and provide satisfactory explanations; and interpret and understand special coding on customer accounts.

License and/or Certification Required: Possession of or ability to obtain a valid Class C California Driver's License by date of appointment.

Physical Requirements: Physical ability to stand and walk for extended periods of time in inclement weather; and see well with color perception adequate to perform duties safely with accuracy.

Supervision Received: Works under the technical supervision of Utilities Field Service Supervisor or Senior Utility Service Worker who makes assignments and periodically reviews work.

Career Ladder Information: Experience in this class may meet minimum requirements for promotion to Utility Service Representative.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - IBEW
3/86 - Revised - NASH
4/89 - Revised - L. Harvey
4/90 - Revised - C. Harris
6/02 - Revised - V. Kilmurray
Doc: CS1321