

METER SERVICE PERSON

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board, and is public contact work involving setting, removing, and otherwise servicing water meters at the consumer's premises. This work does not involve the repair of meters, which is usually done at the repair shop. The work is performed under direct supervision of the Meter Repair Supervisor and in accordance with established policies and procedures. Supervision is not normally a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sets, removes and changes meters requested by consumers;
Changes meters for routine tests;
Reads meters for final bills;
Secures signatures and deposits of consumers when required;
Inspects new services for compliance with required specifications;
Inspects new or changed fire protection line services;
Responds to consumer complaints regarding meters;
Keeps records and prepares activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of water meters; good knowledge of local geography; ability to understand and follow oral and written instructions; ability to make simple arithmetic computations; ability to install and service water meters; tact and courtesy in dealing with the public; dependability; mechanical aptitude; manual dexterity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience in meter reading or in the installation and servicing of mechanical measuring devices, such as gas pumps etc.; **OR**
- (B) Three (3) years of experience, as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.