

Jurisdiction: Water Board
Jurisdictional Class: Competitive
Revised: 10/15/02

SENIOR METER READER

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board, and is public contact work involving responsibility for supervising the reading of water meters and recording the amount of water consumption. The work is performed under general supervision in accordance with established policies and procedures, permitting considerable leeway in the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the activities of Meter Readers and Laborers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises, and participates in, the reading of water meters;
Lays out, assigns and checks work of subordinates;
Coordinates work in the field with office procedures;
Consults with superior on difficult or unusual problems;
Supervises, and participates in, checking for the causes of unusually high or low meter readings;
Investigates unusual consumer complaints regarding high water consumption and high bills and explains reasons to consumers;
Reads meters where meter readers have been unable to do so during regular rounds;
Supervises, and participates in, reading meters for commercial consumers such as hotels, stores and industrial plants;
Supervises, and participates in, the maintenance of related records and the preparation of 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 supervise and lay out the work of others; ability to accurately read meters and record figures; ability to maintain routine records and prepare activity reports; ability to make simple arithmetic computations; ability to understand and carry out oral and written directions; initiative; dependability; clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience as a meter reader; **OR**
- (B) Four (4) years of experience, as outlined in (A) above.

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