



**City of Rapid City
Water Meter Reader I, II
Position Description**

Job Title: Water Meter Reader I, II
Department: Public Works
Division: Water
Reports To: ~~Utility Billing and Service~~
~~Supervisor Utility Field Crew Chief~~
FLSA Status: Non-Exempt

Classification: AFSCME
Grade: ~~09, II 8~~
Prepared By: ~~Sandy Massey~~ Tammie Krumm
Prepared Date: 11/22/09, 01/13/12
Approved By: Robert Ellis, Terry Wolterstorff
Approved Date: 03/01/10

SUMMARY

Obtains monthly water meter readings for the purpose of billing amount of water used by customers in the Rapid City service area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

Water Meter Reader I:

- ~~1. Reads water meters.~~
- ~~2. Reports any water metering system failures.~~
- ~~3. May assist in doing routine office work.~~
- ~~4. Makes special readings.~~
- ~~5. Will drive van or pickup.~~

Water Meter Reader II:

- ~~1. Transports water meter readers to and from water treatment facility and reading zones.~~
- ~~2. Instructs and trains subordinates.~~
- ~~3. Operates portable pump.~~
- ~~4. Coordinates water meter reading activities.~~
1. Walks or drives truck to collect automatic meter reading (AMR) (drive-by) readings or to assigned area to collect hand-held reads.
2. Downloads reading route into hand-held computers or AMR (drive-by) reading computer from billing software.
3. Uploads read routes into office computers utilizing hand-held computers or AMR (drive-by) reading computer.
4. Makes special readings as required.
5. Reads sub-meters in mobile home parks.
6. Reports to service department any problems such as meter irregularities, damaged equipment, or impediments to meter access, including dogs.
7. May assist in doing routine office work.
8. Instructs and trains others to fill in upon absence.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: ~~Water Meter Reader I:~~ High school diploma or general education degree (GED) ~~and one to three months related experience and/or training.~~ ~~Water Meter Reader II:~~ High school diploma or general education degree (GED) ~~and two years related experience and/or training in Water Meter Reader I position.~~

Communication Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of Meter Reading software.



**City of Rapid City
Water Meter Reader I, II
Position Description**

Page 2 of 2

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

OTHER SKILLS AND ABILITIES

Ability to operate hand-held and wireless meter reading unit and read and write numbers in log books as needed.