

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title:	Employee Name:
Class Number	Class Title: Meter Reader I or II
Civil Service Status: Classified	Dept./Div: Customer Accounts
Employment Status: Full-time, Regular	Reports To: Customer Accounts Director
FLSA Status: Non-exempt	Supervises:
Pay: Collective Bargaining Agreement	DOT (closest applicable number): 209.567-010

QUALIFICATIONS: (An example of acceptable qualifications)

Completion of secondary education and experience which indicates a demonstrable ability to maintain accurate detailed records and communicate with customers. Must be a Meter Reader 1 for a minimum of four (4) years. The incumbent can be advanced sooner at the discretion of the Customer Accounts Director based on job performance.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license, maintain valid insurance, and maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Pickup truck, wrench, miscellaneous hand tools, automated meter reading device, lawn mower, weed eater, and snowblower.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

The employee: has occasional exposure to construction hazards; is periodically exposed to severe weather, vicious dogs, hazardous driving conditions; exerts up to 20 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to ten (10) pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or a negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work. In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

50% (1) Performs meter reading functions at designated level of responsibility; locates and reads water and electric meters; checks meter numbers against customer account number, then accurate logs readings for billing purposes.

20% (2) Conducts final reading for customers wishing to disconnect service; turns water and electric service on for new customers.

Developed by:

Clemans, Nelson & Associates, Inc.

Lima, Ohio 45805

Date Adopted:

Date Revised:

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Position Title: Meter Reader I or II

Employee Name:

20% (3) Notes damaged or malfunctioning meters and reports findings to proper authority to initiate maintenance, reports signs of meter tampering.

10% (4) Maintains positive public relations with customers; shuts off service to customers; restores service as directed.

(5) Maintains required licensures and certification, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(8) Performs related duties as assigned (e.g., assists in changing water and electric meters when needed, mows lawn, shovels snow etc.).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: meter reading procedures; *electronic meter reading system; termination functions, reading operations; screen displays; *various search methods.

Skill in: motor vehicle operation; *use or operation of meter reading equipment.

Ability to: gain access to work site; carry out detailed but basic instructions; read, copy and record figures accurately; communicate effectively; complete routine forms; maintain accurate records; define problems, Collect data, establish facts, and draw valid conclusions.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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