

SOUTH DAVIS WATER DISTRICT

TITLE: METER READER (Part-time)

JOB SUMMARY:

Reads meters at the end of the month in a timely manner. Is paid on a per meter-read. Will not be paid for inaccurately read meters.

JOB RESPONSIBILITIES:

1. Reads meters at the end of every month:
 - a. Trims grass back in order to secure the lid tightly when necessary.
 - b. Trims back bushes and plants in order to access meter box. Carries off trimmings.
 - c. Fills up work truck with gas card when needed, and turns in the receipt to the office.
 - d. Keeps record of time spent on the job via a time sheet as well as miles driven on a mileage log.
 - e. Follows all traffic regulations including wearing a seat belt and speed limits.
 - f. Reports all broken or defective equipment, or property, to the Office Manager.
 - g. Perform any other duties that are within the scope of a meter reader.

JOB REQUIREMENTS:

1. Must be at least 18 years of age.

2. Must be able to read approximately 1,600 meters within 2 weeks every month.
3. Must be able to see small readings from a distance of up to 3 feet away.
4. Must have a high school diploma or GED.
5. Must be willing to work hard and follow orders.
6. Must have a positive attitude, and be able to work well with others.
7. Must be courteous and kind to the public.
8. Must have a good driving record.
9. Must be able to lift 50lbs.
10. Must be willing to provide a background check and driving record upon further consideration for the job.
11. Subject to drug testing according to District policy.

JOB WORKING CONDITIONS:

1. Extensive crouching and kneeling.
2. Frequent exposure to elements such as heat, cold, and dampness.
3. Will be driving a pickup truck and dealing with traffic.
4. Will be climbing up and down
5. Will be walking a considerable amount.