



Job Description

Meter Reader

Pay Grade: 04

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Prior experience reading meters.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Utility Account Supervisor, Finance Department.

Supervisory Responsibility: No

Primary Work Location: Outdoors within City of Nixa jurisdiction.

Certification: Valid State of Missouri driver's license.

Job Summary: Accurately read and record the consumption of water and electric meters in support of utility functions for the City.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Collect readings and record the consumptions of water and electric meters.
- Distribute door hangers for delinquent accounts.
- Install, connect and/or disconnect water and electric meters.
- Complete daily routine work orders, including the placing of water meters as assigned by Supervisor.
- Perform minor meter repairs, changing out meters, and maintain water meter boxes to a serviceable specification.
- Occasional operation of various types of machinery.
- Effectively perform as a member of the Utility Department in carrying out the City's Mission Statement.
- Perform other tasks and duties assigned by Supervisor.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Methods, equipment, tools, and materials for meter reading and minor meter repairs.
- Occupational hazards and safe working practices.
- Principles of customer service and meeting quality standards.

Skills

- Establishing and maintaining effective working relationships with other staff and members of the public.
- Good oral and written communications.
- Operating a variety of automotive, motorized, and hand-held equipment.



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Abilities

- Lifting no more than 80 pounds; lifting items above head; stooping and bending, and climbing ladders.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Exposed to extreme weather conditions, dust, and pollen.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date

Effective Date: