



POSITION DESCRIPTION

Position Title	Meter/Laborer-Utility Service Worker - for Water & Wastewater		
Reports to	Field Operations Team Leader (FOTL)	Section	Operations
Salary Range	\$15.00	Job Category	Non-Exempt
Date Adopted	1/24/2017	Location	Field Crew

Purpose:

Under general supervision, reads, records and reports readings water meters using a hand-held meter reading computer; interacts with customers and addresses questions and resolves complaints; reports abnormal or suspicious meter conditions or usage patterns; makes field repairs to meters.; and performs as a laborer or Utility Service Worker. Meter/Laborer when finished with meter responsibilities will be directed to assist with grounds maintenance, system repairs, excavation, equipment operation and meter installations or replacement of meters. Meter/Laborer worker must maintain a state operator’s license or be directly supervised by a licensed operator.

Essential Duties and Responsibilities:

1. Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systematic route; enters meter readings by hand; ensures accuracy of readings.
2. Examines meters for signs of tampering and reports inoperative, leaking, malfunctioning, or damaged meters and registers; tags property; reports hazards including gas odors and exposed electrical wiring; reports violations of backflow prevention.
3. Identifies a new meter register and understands the digits to be reported.
4. Answers general questions regarding billing or other utilities-related subjects; advises the public of rules, codes and procedures; instructs the public on reading meters and calculating consumptions for personal records; relays inquiries to Meter Reader Supervisor when appropriate.
5. Assists with maintaining a safe work place in conjunction with the managers/supervisors of all CCSUD departments.
6. Must maintain acceptable driving record.
7. Performs other related tasks as directed by the Field Operations Team Leader.

Essential Knowledge, Skills and Abilities

1. Education:
 - a. High School diploma or GED certification.
 - b. Bilingual preferred.
2. Experience:
 - a. Field Utility work.
3. Skills:
 - a. Must have excellent communication skills both verbal and written.
 - b. Must have excellent organizational and planning skills; strong attention to detail and a high level of accuracy.



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- c. Must have excellent interpersonal skills, with the ability to interact with all levels of workers.
- d. Must have a high level of capability to become totally proficient in the use of all of the tools required to do their job.
- e. High degree of proficiency in problem analysis and assessment displaying good judgment and problem solving.
- f. Must be self-motivated in order to complete job requirements without constant supervision.
- g. Work and time management skills.
- h. Information gathering and monitoring.
- i. Initiative.
- j. Integrity.
- k. Adaptability.

Work Environment and Physical Demands

- 1. Field work: Monday through Friday. Hours: 8 AM – 5PM, except during emergencies and when requested by the Team Leader, Assistant General Manager or the Board of Directors. This position requires on call hours and overtime.
- 2. Must have professional appearance, consistent with The Employee Manual.

Disclaimer

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

<p><i>Prepared by:</i> George Patterson AGM</p> <p><i>Date:</i> 24 January 2017</p>	<p><i>Approved by Operations Manager</i></p> <p><i>Date:</i></p>	<p><i>Posted to all employees:</i></p> <p><i>Date:</i></p>
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