



## **Ute Water Conservancy District Job Description**

<b>Job Title:</b>	Meter Reader
<b>Job Code:</b>	Utility Services
<b>Salary Range:</b>	\$22.27 - \$28.90 hourly
<b>Department:</b>	Transmission & Distribution
<b>Reports To:</b>	Meter Section Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Compensation Factor(s):</b>	Education, Training & Experience; Merit System; Seniority
<b>Prepared Date:</b>	February 2021
<b>Revised Date:</b>	January 2024

### **SUMMARY**

This position reports to the Meter Section Supervisor and performs semi-skilled labor by walking or driving along established routes to read and record the consumption of water through handheld devices for residential and commercial meters.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performance of duties follows qualitative and quantitative standards established by the District as well as any federal, state, and local regulations.

- Walks and drives vehicle over established route and takes readings of meter registers.
- Records residential and commercial meter readings using a handheld device.
- Submits readings for billing.
- Effectively inspects meters and connections for defects, damage, and unauthorized connections. Removes barriers or objects blocking access to meter pits. Notes problems with meters or system facilities and reports such to supervisor.
- Performs routine maintenance on meter pits ensuring frost lids and meter lids are in place, makes repairs to meters and checks meters for proper operation.
- Regularly uses a shovel, pick, and jack hammer when repairing or maintaining meters and meter pits.
- Efficiently responds to service work orders regarding water leaks, repairs, or replacement of meters, misreads, high usage, stuck meters, raises meter pits, etc.
- Frequently collaborates and communicates with Customer Service and Billing departments regarding service work orders, customer accounts, routes, etc.

- Communicates and works directly with customers to solve meter and/or water consumption problems and maintains good image of self and District to customers.
- Communicates and coordinates with Billing department to ensure accurate and timely meter readings for the billing cycles.
- Operates a motor vehicle daily.
- Operates a right-side steering vehicle daily. Inspects meter reading vehicle before operating each day.
- Completes assigned tasks in compliance with the Lead and Copper Rule. This includes, but is not limited to: placing door hangers in upcoming scheduled areas of work; checking both the District and customer sides of the water service for lead lines by potholing along sections of the District's service line; making direct contact with customers to inquire about service lines into the customer's residence; entering into customer's crawl space or similar area to verify pipe material at first connection; accurately and timely completion of forms such as the Service Line Inventory Sheet form and Permit to Entry form for the District's GIS system; returns to unresponsive customers residence 2-3 times; replace lead service lines in the District's service area; coordinates with contractors on replacement of lead service lines, and may inspect contractor work to ensure proper installation of replacement lines; and works with other departments such as External Affairs, Customer Service, Engineering, and the Water Treatment Plant to educate, update, and inform internal staff of ongoing activities.
- Regular or continuous public contact. Interacts respectfully and professionally with other employees and the public.
- Demonstrates reliable and consistent job attendance.
- Performs the essential skills listed on pages 3 and 4 of this job description.

### **GENERAL DUTIES**

- General duties may be assigned. Assists in other areas as assigned.
- Management retains the discretion to change the duties of the position at any time.
- Assists with waterline repairs, setting meters, and construction projects.
- Cleans, maintains, and lubricates equipment.
- Cleans shop and yard areas.
- Assists in stocking warehouse and conducting inventory.

### **MINIMUM QUALIFICATIONS and REASONABLE ACCOMMODATION**

To perform this job successfully, an individual must perform each essential duty and all job requirements satisfactorily. The requirements detailed within this job description are representative of the knowledge, skills, certifications, licenses, registrations, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. To request an accommodation, please contact the Human Resources Department. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.



## **EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, and/or REGISTRATIONS**

Required: High school diploma or general education degree.  
A minimum of six (6) months of construction, plumbing, electrical, concrete etc. work experience.  
Any equivalent combination of certifications, education, or experience that provides the required skills, knowledge, and abilities of the position.  
A valid Colorado Driver's License in good standing with insurability under the District's insurance standards.  
Must complete entry-level driver training in accordance with the Federal Motor Carrier Safety Administration regulations and obtain a Colorado Commercial Driver's License (CDL) with air brakes within one (1) year from date of hire.  
Confined Space Training  
Trenching & Excavation Training  
Flagger Training

Preferred: Valid Class "I" Water Distribution System Operator certification.

## **LANGUAGE and COMMUNICATION SKILLS**

- Must communicate in English.
- Read and interpret service work orders.
- Read and understand documents such as safety rules, operating procedures, road maps, and directional signs.
- Record readings accurately and legibly.
- Write routine reports and correspondence.
- Speak effectively with customers, supervisors, and employees of the District.

## **COMPUTER SKILLS**

- Must be proficient in the use of handheld device, iPad, and computers, including software such as the Microsoft Office Suite.

## **MATHEMATICAL SKILLS**

- Must understand and apply basic math skills such as addition, subtraction, multiplication, and division.
- Accurately read and record numbers.

## **REASONING SKILLS**

- Understands and carries out written and/or oral instructions.
- Interprets and follows rate sheets.
- Identifies meter locations.
- Exercises independent judgment when confronted with problems related to meter reading and customer service.
- Takes precise and accurate meter readings and exercises memory skills.



## **INTERPERSONAL SKILLS**

- Must have excellent interpersonal skills, work successfully with customers, employees, and as part of a team.
- Verbal and written communication skills are critical to this position.

## **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.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers to handle, touch, or feel, and reach with hands and arms, stoop, kneel, crouch, bend, and crawl, climb, balance, talk and hear for up to eight (8) hours per day.
- The employee must frequently lift and/or move up to 50 pounds and occasionally up to 100 pounds, with assistance.
- The employee must get in and out of a right-side drive vehicle up to 400 times per day.
- Specific vision requirements include close vision, distance vision, peripheral vision, depth perception, color vision, and adjusting focus.
- Must perform all physical demands with or without reasonable accommodations.

## **WORK ENVIRONMENT**

- The work environment characteristics described within this job description are representative of those an employee encounters while performing the essential functions of this job.
- The employee is constantly exposed to outside weather conditions.
- Drives in all types of weather conditions and is expected to work in close proximity to traffic.
- Duties require working alone.
- The position can be exposed to hazards including dog, snake, spider, and insect bites.
- Works in confined spaces such as manholes and water vaults.
- The noise level is usually moderate.

## **SAFETY REQUIREMENTS**

- Employee follows safe work practices in accordance with industry and District standards.
- Must wear and use personal protective equipment as required.
- Uses gas monitoring device and tests air quality.

## **HOURS**

- This is a non-exempt position.
- Must work a 40-hour week and work overtime when workload requires it.
- Must work on-call shifts as needed.
- Typical work hours are Monday through Friday from 8:00am to 4:30pm.

