



**CITY OF CRETE
Meter Reader**

Job Status: Non-Exempt; Part-time

Reports to: Public Works Director

**Supervisory
Responsibilities:** No

I. GENERAL FUNCTIONS

Reads electric and water meters and records volume used by residential and commercial consumers to obtain information used in preparing bills for the City of Crete.

II. ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES

- Present clean, professional appearance.
- Uniforms and work clothes appropriate to the position.
- Walks or drives over established route and takes reading of dials/digits.
- Records meter reading in meter handheld device.
- Notes reading which appear low or high and reports need for tests.
- Inspects meters and connections for defects, damage and unauthorized connections.
- Report the need for repairs when malfunctioning is observed for necessary action by servicing department.
- Performs general maintenance
- Performs related duties required

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate proficiently, orally and in writing, in English.
- Ability to communicate, in a clear and concise manner, with persons of various ethnic backgrounds, education levels, age, and communication abilities.
- Ability to use a personal computer
- Ability to safely operate a motor vehicle.
- Ability to work independently.
- Ability to meet the physical demands required by this position
- Ability to cope with adverse weather conditions.

V. MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Nebraska driver's license.
- Must be at least 18 years of age.
- Must have high school diploma or GED.

- Must be legally authorized to work in the U.S.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

This position will involve exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, fumes, and other substances. Ability to handle extreme temperatures and harsh weather conditions. Ability to lift in excess of 75 lbs. Ability to bend, stoop, kneel, climb, push, pull, reach and walk to complete tasks. Manual dexterity and motor coordination skills to perform grounds maintenance.

VII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I acknowledge that I have read and understand the essential functions for the position of Meter Reader and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date