



Class Code: General  
Grade: 13

FLSA: NE

WC Code: 7520

EEO Code: 12

EEO Job Category: Skilled Craft Worker

## **CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION**

**JOB TITLE: METER READER III**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to coordinate and assist in directing the activities of all Meter Readers, under the general supervision of the Finance Director, or their designee. Employees in this classification perform skilled technical functions that includes reviewing the work of subordinates for completeness and accuracy. Performs other duties as assigned.

### **ESSENTIAL FUNCTIONS**

**The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Performs all functions of Meter Reader II, as well as the following:

Investigate high bill concerns, evaluates customer accounts in the billing and Meter Reading software; perform field audit and assists customers in locating leaks and water conservation education.

Assists with coordinating work schedules and assignments.

Assists with commercial audits, multifamily properties, and other locations to ensure meters are assigned to proper customers and reports any switched meter situations to the Supervisor.

Performs special investigations on accounts such as switched meters, advanced illegal connection research, and other issues.

Replaces and installs meter boxes and lids as necessary.

Assists with large meter (3" and above) maintenance, installation, and exchanges in a confined space environment; investigates consumption issues, changes registers, replaces the chambers and other various parts. Performs testing and calibration in accordance with the manufacturer's and American Water Works Association (AWWA) standards.

Assists with special investigations on accounts including switched meters, illegal connection research, and determining where meters supply water to multi-unit buildings.

Performs meter testing and calibration using the test bench; calculates flow rates and accuracy percentages.

Documents service, installation, and maintenance actions/schedules by completing forms, reports, logs and records.

Operates, maintains, and troubleshoots various equipment and tools associated with work activities, which may include electronic meters, laptop computers, tablets, Trimble units, command links, hand-held computers, programming equipment, Transceiver Gateway Base Station (TGBs), hand tools, and other various supplies.

Assist with Transceiver Gateway Base Station (TGBs) inspection and maintenance.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Contributes to the efficiency and effectiveness of the department service to its customers by offering suggestions and directing or participating as an active member of the team.

Trains newly hired Meter Readers.

Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

- High school diploma or equivalent; **AND**
- Three (3) years of experience with meter reading or utility customer service; **AND**
- Valid State of Florida driver license.

*If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.*

**ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS**

Driving Requirements: The ability to drive and operate a personal or City vehicle for extended periods of time, including utilization as field office; and to enter and exit the vehicle various times throughout the day.

Physical Requirements: The ability to exert heavy physical effort in very heavy work, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials in excess of 50 pounds.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate City vehicles, tools, equipment, and machinery.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, fumes, disease, pathogens, and/or traffic hazards).

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **VETERANS' PREFERENCE**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.