



Class Code: General
Grade: 14

FLSA: NE

WC Code: 7520

EEO Code: 12

EEO Job Category: Skilled Craft Worker

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: METER READER IV

GENERAL STATEMENT OF JOB

The purpose of this position is to direct 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 III, as well as the following:

Leads, supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing/reviewing employee performance appraisals; prepares reports, forms, and correspondence; assists with investigating complicated incidents, provides motivation, and develops a positive morale environment.

Provides on-site guidance, direction and/or technical assistance to lower level technicians concerning job completion. Coordinates and oversees work activities for both routine and more complex tasks, or components of larger tasks; organizes, prioritizes, assigns, and oversees the work of lower level field crews; monitors the status of work in progress; inspects completed work; and provides feedback.

Utilizes software to review and print reports for high bill investigations, missing reads, and other issues within the automated meter reading infrastructure (AMI).

Calculates proper flow and accuracy rates in water meter testing.

Performs quarterly maintenance on Tower Gateway Base station (TGB); conducts initial investigation when there is an issue at a TGB site.

Assists with career advancement practical test, evaluations, and Knowledge, Skills, and Ability (KSA) assessment.

Performs and leads staff with team projects such as meter testing, large meter installation and maintenance (3" and above), meter repairs, concrete and asphalt work, and other assignments.

Receives assigned work from Assistant Supervisor and relays to field staff. Completes and submits to supervisor all required reports and appropriate paperwork related to field assignments.

Ensures that the restoration of work site is completed correctly based on pre-work site conditions.

Inspects city vehicles and warehouse for cleanliness; coordinates time for staff to clean.

Monitors supplies in warehouse and vehicles, submits requests for additional supplies to the Assistant Supervisor.

Maintains a comprehensive, current knowledge of applicable policies and AWWA regulations.

Conducts high bill investigations, prints reports to share with customer.

Conducts commercial audits and investigates cross-connection issues.

Contacts the authorities and files a report when necessary.

Oversees contractors during the installation of large meters, meter installation projects, or backflow, or other projects.

Oversees proper and safe use of equipment during performance of tasks; ensures that proper precautions are taken to avoid or minimize injury to employees, or damage to property and equipment; monitors and redirects employees as needed when improper or unsafe practices are observed.

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**
- Four (4) years of experience with meter reading or utility customer service; OR Three (3) years of experience and Thirty (30) college credits; **AND**
- Florida Department of Environmental Protection (FDEP) Water Distribution System Operator Class 1 License or a Florida Water and Pollutions Control Operators Association "Class A" Certification in Wastewater Collection; **AND**
- Valid State of Florida driver license; **AND**
- Must obtain Florida CDL B driver license within one (1) year of hire.

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

PREFERRED QUALIFICATIONS

Experience operating backhoe and installing water main pipe

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.