

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: METER READER

TITLE #: 1423

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for reading water meters at consumer's homes and business establishments, and accurately recording readings of water consumption. During the time of year when meters are not being read, incumbents may perform a variety of buildings and grounds and water maintenance tasks. They may also remove and install water meters and connect and disconnect service. The work is performed under general supervision according to a prescribed procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reads and records readings of domestic and commercial water meters;

Investigates complaints of high meter readings, checks for water leaks and other service difficulties and reports them to a supervisor;

Turns on and shuts off water service for customers;

Removes defective water meters and installs repaired or new meters;

Investigates for possible illegal tampering with water meters;

Turns off water service of customers who fail to pay bills;

Submits record of water consumption to clerical staff for billing;

Performs a variety of maintenance duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of standard water meters, working knowledge of the proper methods of installing and removing water meters; ability to understand and carry out oral and written directions; ability to record figures accurately and to prepare legible written records; ability to make simple arithmetic calculations; courtesy and tact in dealing with the public; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-Competitive when part-time among Towns and Villages.

REVISED: 9/22/21