

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

**CLASS TITLE:** WATER METER READER & REPAIRPERSON

**TITLE #:** 1764

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for reading residential and commercial water meters, accurately recording readings of water consumption, and installing and repairing meters. During the time of year when meters are not being read, incumbents may perform a variety of buildings and grounds and water maintenance tasks. Work is performed under general supervision according to prescribed procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Reads and records readings of residential and commercial water meters;

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

Turns on and shuts off service for customers;

Repairs water meters;

Removes defective water meters and installs repaired or new meters;

Investigates for possible illegal tampering with water meters;

Makes minor adjustments to water meters;

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

Submits records of water consumption to clerical staff for billing;

Performs a variety of maintenance duties as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

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, mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Six (6) months of experience in an occupation which involves the maintenance and repair of any type of mechanical equipment.

**SPECIAL REQUIREMENT WHEN ASSIGNED TO THE VILLAGE OF KIRYAS JOEL:** Proficiency in the Yiddish language will be evaluated during the probation period.

**JURISDICTIONAL CLASSIFICATION:** Competitive  
Part-time – non-competitive

ADOPTED: 4/25/96

FORMERLY KNOWN AS WATER METER READER & REPAIRMAN

REVISED: 7/16/99