



METER READER OVERVIEW

We are seeking a detail-oriented and reliable Meter Reader to join our team. As a Meter Reader, you will be responsible for accurately recording utility gas meter readings and ensuring the efficient operation of utility services. This is a full-time position with opportunities for career growth.

Responsibilities:

- Conduct regular readings of utility meters using handheld devices
- Record accurate meter readings and update database systems
- Inspect meters for damage or malfunctions and report any issues to supervisors
- Perform basic maintenance and repairs on meters as needed
- Utilize hand tools and power tools to access meters in various locations
- Collaborate with team members to ensure timely and accurate meter readings
- Follow safety protocols and maintain a safe working environment
- Provide exceptional customer service when interacting with residents or business owners
- Performs minor vehicle maintenance
- Connect and disconnect meters

Qualifications:

- High school diploma or equivalent
- Strong attention to detail and ability to accurately record data
- Proficiency in using hand tools and power tools
- Ability to work independently and follow established procedures
- Excellent communication skills and customer service orientation
- Valid driver's license with a clean driving record

We offer competitive pay, comprehensive benefits package, and opportunities for career advancement. If you are a motivated individual with a strong work ethic, we encourage you to apply for the position of Meter Reader.

Northeast Oklahoma Public Facilities Authority (NOPFA)

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