

SOUTHWEST LINCOLN COUNTY WATER PEOPLE'S UTILITY DISTRICT (SWLCWPUD)

Title: Meter Reader

Reports to: District Manager

Position Status: Non-exempt, Full-time (M – F; 7:30am – 4pm)

Salary: \$25/hr, DOE

Position Salary Steps: 8

Purpose of Position:

The Meter Reader is an entry level water utility worker. The Meter Reader is responsible for the data SWLCWPUD uses to bill its customers. The employee works closely with the Billing Specialist and office staff to ensure the accuracy and timeliness of utility billing.

In conjunction with Distribution Operators, participates in the manual labor associated with the operation, maintenance, repair and construction of water system, ensuring the continual production and delivery of high-quality water to customers.

Primary Job Functions:

- Read water consumption meters and enter data into tablet
- Work with Billing Specialist to verify readings in cases where consumption appears to be abnormal and record possible reasons for fluctuations
- Walk and drive company vehicle along established route to read meters
- Inspect meters for unauthorized connections, defects, and damage, such as broken seals
- Report any problems such as meter irregularities, damaged equipment or impediments to meter access, including dogs to the Billing Specialist
- Connect and disconnect utility services at specific locations under direction of Lead Operator or District Manager
- Perform preventative maintenance or minor repairs on meters
- Maintain and clean around meter boxes and other SWLCWPUD owned infrastructure
- Install new or replace broken meters
- Answer customers' questions about services and charges, or direct them to the Billing Specialist or District Office.

Additional Responsibilities

- Ability to operate and maintain power tools (ie. Chainsaw), light, medium, and heavy-duty equipment (ie. Tractor/backhoe) appropriate to the construction,

maintenance and repair of the water system infrastructure and facilities.

- Ability to operate and maintain light-duty and heavy-duty trucks, experience loading and hauling equipment on trailers.
- Assist with SWLCWPUD buildings and grounds maintenance
- Assist in locating water services and water mains
- Tap water mains to install new water meters and restore landscaping and property in areas where work was performed
- Complete paperwork in an accurate and timely manner, such as work orders or compliance forms.
- With other Distribution Operators, troubleshoot distribution problems
- After probationary period, ability to perform Stand-by Duty on a rotating basis with other operators.
- Follow all safety rules and procedures for established work areas
- Perform other duties related to the job as assigned by District Manager and/or the Lead Operator(s)

Knowledge of:

- Plumbing, mechanics, or related practices
- Proficiency using hand tools, power tools, light and medium duty equipment
- Customer service standards and protocols
- Water industry rules and regulations

Skill in

- Following verbal and written instructions and procedures
- Communicating effectively verbally and in writing
- Working safely independently and being self-motivated
- Establishing and maintaining cooperative working relations with supervisors and co-workers
- Operating a personal computer, relevant software applications and other automated devices
- Reading and interpreting technical documents or field maps

Mandatory Requirements

- High school diploma or equivalent
- Valid Oregon Driver's License with a good driving record and be capable of being insured with the SWLCWPUD's insurance carrier
- Within 1 yr of employment, obtain First Aid CPR and flagger's certifications

Physical Demands and Working Environment

- Work is performed both indoors and outdoors, often in inclement weather.
- Work is performed in ditches and sometimes close to fast moving vehicular traffic.
- May be exposed to dangerous machinery and hazardous chemicals.
- Must be able to lift heavy (over 50lbs) tools, equipment, and materials.

Work involves physical activities including but not limited to, walking, standing, kneeling, bending, stooping, lifting, climbing, and twisting.

Residence Requirements

Employees are expected to live within 10 miles or 30 minutes of the SWLCWPUD office. Those meeting all position requirements and this residence requirement will be given preference due to the need to assure a continuing water supply in the event of a crisis or disaster. Employees tasked to respond to emergencies during on-call time are issued a cell phone.