

SEASONAL METER READER, 1613

Summary of Duties : Substitutes during the summer in full-time vacation relief positions of Meter Reader; reads and records information from water and electric meters; notes irregularities encountered in the field and answers customers' inquiries and complaints regarding service; writes orders for the correction of irregularities noted in the field; and does related work.

Distinguishing Features : A Seasonal Meter Reader is responsible for the accurate reading of water and electric meters. An employee of this class must be tactful and courteous to maintain good relations between the customer and the Department of Water and Power. A Seasonal Meter Reader works alone in the field and must be able to read meters accurately through a screen, at a distance, with poor light, or other unfavorable circumstances. The work involves considerable exposure to the elements and requires considerable physical stamina as Seasonal Meter Readers walk in excess of seven miles a day in performing their regular duties. Seasonal Meter Readers are usually employed as vacation relief during the summer, but may occasionally be employed to meet other fluctuating needs throughout the year.

Examples of Duties : Reads various types of water and electric meters for regular reading; records readings on read sheets; reads demand meters, resets them, and reseals them; verifies meter numbers; locates meters; observes and reports irregular conditions of meters and services such as switches wired-in solid, jumpers installed around meters, broken seals, irregular fusing, broken meter glasses, or services cut in flat; examines meters for proper size of fuses and to see that wiring has not been tampered with;

Makes minor tests of water and electric meters; checks meters in multiple dwellings to determine which meters serve respective units; provides information to the public relative to electric and water services; maintains route control log in the meter reading office on the meter read sheet by route numbers; assembles and forwards daily read sheets for further processing; writes field and service orders for correction of irregularities noted during meter reading in the field and initiates work order; prepares work reports; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : The ability to learn to take and record water and electric meter readings accurately; the ability to perform routine arithmetical calculations accurately; the ability to learn Department of Water and Power policies, rules, regulations, and rates schedules and to explain them clearly and courteously; the ability to learn non-precision procedures used in testing water and electric meters; the

ability to deal tactfully with customers; and the ability to complete forms and report action taken in writing.

No educational or experience requirements established for Seasonal Meter Reader.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; stamina to walk in excess of seven miles per day, back and leg coordination involved in activities such as stooping, kneeling and crouching to an unusual extent; good speaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.