

MERCED IRRIGATION DISTRICT
METER READER
FLSA STATUS – Non-Exempt
Bargaining Unit – IBEW, Local 1245
Classification Level – Per IBEW Wage Schedule

DEFINITION:

Under general supervision, accurately read, record and promptly report meter readings and possible meter/service tampering/energy diversions.

ESSENTIAL FUNCTIONS OF THE POSITION

- Accurately and efficiently read and record meter readings with electronic meter reading tools, such as hand-held mobile collector devices, laptops as well as manually “on-foot”.
- Use computer to download/upload route data to/from the District billing system.
- Inspect meters and service panels for broken seals, broken glass, exposed wires and other damaged or hazardous conditions.
- Maintains accurate records using Microsoft Office Suite products and database software on a computer.
- Plan annual meter reading routes and times in accordance with District guidelines.
- Create regular status reports and distribute to multiple departments.
- Report possible meter tampering, energy diversion and hazardous conditions immediately to the appropriate person.
- Maintain efficient reading sequence and meter location instructions for each route assigned.
- Receive and report customer complaints and deliver notices to customers.
- Walk or drive vehicles along established routes to take meter readings, while maintaining efficient reading sequence and meter location instructions for each route assigned. Arrange times to read meters in cases in which meters are not accessible.
- Verify readings in cases where consumption appears to be abnormal and record possible reasons for fluctuations.
- Report any problems, such as meter irregularities, damaged equipment or impediments to meter access, including dogs; answer customers questions regarding services and charges, or direct them to customer service; perform limited service disconnects and other duties as assigned.
- Change party reads, deliver 48 hour notices and perform any other field calls as necessary.
- Complete any and all associated paper work in accordance with established District procedures
- Perform related duties as assigned or directed.

Knowledge of:

- Relevant equipment, procedures and strategies to promote safe and economic reads of custom meters. District policies and procedures in regards to Electric services.
- Recordkeeping and reporting procedures.
- Safe work practices.

METER READER

Ability to:

- Work with various computer software, including Microsoft Suite and the District's work order system(s).
- Understand and carry out oral and written directions.
- Accurately read maps.
- Read gauges and calculate and record figures accurately and rapidly.
- Keep accurate records.
- Follow oral and written direction.
- Communicate clearly and concisely, orally and in writing.
- Operate a variety of computer equipment, adding machines or calculating machines.
- Work independently with minimal supervision.
- Efficiently route, prioritize and organize workload.
- Complete detailed reports for meter tampering and/or energy diversion incidents.
- Deal tactfully and courteously with the public, customers, other employees and officials.
- Recognize and deal appropriately with aggressive animals.
- Safely operate assigned District vehicle.
- Operate a variety of hand and power tools.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of an appropriate valid California Driver's License.
- A Department of Motor Vehicles "Driver Record Information" print-out will be required at time of hire. Must be enrolled in District's DMV pull-notice program..

MINIMUM QUALIFICATIONS:

Experience:

- One (1) year experience in public contact.
- Basic personal computer application skills.

Education:

- Graduation from high school or equivalent. Computer and mathematical skills are required.

SUCCESSFUL COMPLETION OF THE FOLLOWING ON THE JOB TRAINING:

- Minimum approach distance for electrical clearances.
- Control of Hazardous Energy.
- Annual cardiac pulmonary resuscitation and first aid training and certification.

TYPICAL PHYSICAL ACTIVITIES:

The physical and mental demands of this position are described below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Travels frequently by motor vehicle in the conduct of District business.
- Communicates orally with District employees and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as computer terminal, copiers and FAX.
- May sit or walk for extended periods of time.

METER READER

- May walk in uneven terrain, in an outdoor environment, in varied weather conditions in the conduct of District business.
- Operates District vehicles used in construction, maintenance, and repair work.
- Must be able to push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and/or weed abatement chemicals, and significant temperature changes between heat and cold.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Hearing and vision within normal limits with coordination sufficient to maintain good awareness during maintenance and construction jobs.
- Climbing ladders, bending, stooping or kneeling for extended periods of time.

Sitting: Remains in a seated position for up to eight (8) hours per day.

Standing: Remains in a standing position for up to eight (8) hours per day.

Hands/Arms: Operates vehicles for up to eight (8) hours per day

Lifting: Raises and lowers supplies and equipment up to twenty-five (25) pounds.

Stooping: Bends body downward and forward by bending at the knees or waist

Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.

Hearing: Hears well enough to receive communications in person and by telephone.

Vision: Operates vehicles and office equipment.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 90% or less work time spent outside a building and exposed to the sun.
- Hours as outlined in MOU.
- Most work performed in an outside environment with exposure to dust, dirt and significant temperature changes between heat and cold.

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Document concisely, accurately and timely.