

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Meter Reader	Job Code: 2723
Date: April 30, 2000	EEO Code: SM
FLSA Designation: Non-exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is utility meter reading and recording field work, usually on assigned routes.

CLASSIFICATION STANDARDS: Performs work under the general supervision of an assigned supervisor. This class is distinguished by its emphasis in reading/recording data from utility meters.

ESSENTIAL DUTIES: Travels by vehicle and/or on foot to read/record consumption figures on electric and water utility meters; verifies accuracy with high-low computer checks; enters data into hand-held meter reading device; checks reports.

Responds to usage problems or questions; records complaints; watches for malfunctions or misuse including leaks, unauthorized connections, or improper registration; records same and reports to supervisor; assists other staff members as needed; performs other related duties as required.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and any combination of experience and training which would display an ability to perform the work.

License(s). A valid, lawful Driver License is required.

SELECTION FACTORS: Knowledge of: related laws, codes, rules and regulations governing the position; operations, functions, and terminology common to the work. Ability to: communicate effectively both orally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; handle routine mathematical calculations quickly and accurately.

TOOLS AND EQUIPMENT USED: Vehicle, hand-held meter reading device, various hand tools.

PHYSICAL DEMANDS: This work requires extensive walking and bending and lifting up to 30 lbs.

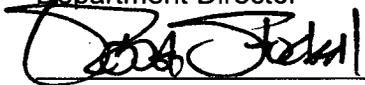
ENVIRONMENTAL FACTORS: Exposure to weather of all seasons and conditions, dogs, spiders, snakes, and hazardous gases. May also include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



 Department Director

July 30, 2001

 Date



 Mayor/Chief Administrative Officer

7 Aug

 Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.