



Reviewing Authorities:	
Admin Manager	General Manager

## Meter Reader

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**SUMMARY:** Collect meter readings by route for each monthly cycle. Work with linemen and water operators to record meter exchanges as part of the Advanced Metering Infrastructure (AMI) project.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** includes but is not limited to the following, other duties may be assigned.

### Meter Reading

- Walk or drive vehicle over established route and record meter readings
- Use basic math to calculate usage
- Visually inspect meters and connections for defects, damage and unauthorized connections
- Report irregularities for necessary action by Electric and Water department personnel
- Complete move in/move out final readings as needed

### AMI Meter Exchange

- Alert residents of L&W's presence for meter exchange
- Use handheld device(s) to record final meter readings and new equipment installation
- Hang door hangers if electric service is interrupted

### Miscellaneous Duties

- Pick up and deliver mail to office
- Drop off bank deposit and return receipt to office
- Distribute event posters to business locations

### Safety

- All employees are required to understand and follow all L&W safety policies and procedures.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION/EXPERIENCE:** High school diploma or equivalent is required.

**LANGUAGE SKILLS:** Ability to read and comprehend documents such as safety rules, meter readings and procedures. Ability to record meter information and correspond with customers as needed. Ability to effectively present information and respond to questions from all levels of personnel within the organization, as well as customers.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rate and percent.



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**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or verbal instructions. Ability to identify and correct problems. Ability to effectively prioritize activities and conduct duties with minimal supervision is important. Ability to handle problems in a professional manner is essential to this position.

**COMPUTER SKILLS:** Ability to enter data.

**LICENSES:** Valid driver's license and proof of insurance required.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and bend, stoop, kneel or crouch.

The employee must occasionally lift, push or pull up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works outdoors in a variety of weather conditions, including inclement weather. Meter Readers must wear L&W apparel to identify themselves as utility employees.

**PERSONAL QUALIFICATIONS:** Some flexibility in scheduling of work hours is required for this position. Meter Readers should also possess a good work ethic, a courteous and positive demeanor and be good with dogs.