

Posted: August 1, 2018
Dept: Water
Grade 5, Step 1
Salary: \$43,235.00
Respond to: Town of Yorktown
Human Resources Department
By August 10, 2018

WATER METER READER

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, an incumbent of this class performs routine work reading water meters and recording water consumption from meters located on the consumer's premises. This position may involve considerable contact with the public. It may, on occasion, involve locating sources of leaks or water waste for consumers. Supervision is not usually a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Reads and records meter readings or uses a remote to obtain meter readings;
Turns off water service on delinquent accounts, as directed;
Turns on and turns off water service as requested by consumer;
Replaces defective meters;
Places metal seals on meters;
Investigates illegal tampering of meters;
Investigates complaints of too high meter readings, insufficient water or too low pressure;
Locates sources of water leaks and waste;
Inspects hydrants;
Changes meters;
Assists in installation of new meters and remote readers;
May prepare daily reports as to meter readings or download readings, as required;
May calculate consumption on basis of present and previous readings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Familiarity with the construction, operation and maintenance of water meters; ability to record figures accurately and legibly; ability to make simple arithmetical computations; ability to understand and carry out oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; dependability; courtesy; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Five (5) years of general work experience, one year of which must have involved public contact* either by telephone or in person.

SUBSTITUTION:

Graduation from high school or possession of a high school equivalency diploma may be substituted for four (4) years of the general work experience. There is no substitution for the one year of experience involving public contact as described.

***DEFINITION:**

Public contact is defined as experience which includes, but is not limited to, information gathering, disseminating and clarifying, inspecting, negotiating or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

SPECIAL REQUIREMENT:

Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

***Mail, fax or e:mail resume to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mqspurning@yorktownny.org.
Equal Opportunity Employer.***

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Job Class Code: 0627