

City of Dallas
Classification Specification

Title:	Water Meter Reader	Class Code:	68505
Application:	Career Series	Pay Grade:	B
Supplemental/Code:	Service Maintenance/8	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose

Read all residential, commercial, industrial, and park water meters for accurate billing of customers.

Essential Functions

1. Reads residential, commercial, industrial or park water meters to ensure accurate billing.
2. Reports repair work needed in and around meter boxes and hazardous conditions to eliminate problem areas.
3. Uses hand-held computer to input data about meter reads, invalid addresses, code violations, repairs needed, sequence changes, and hazardous conditions to ensure corrective actions are taken by the appropriate group.
4. Trains new employees in the field to ensure proper procedures are followed.
5. Performs various activities in and around meter boxes such as cleaning and replacing clock glass and gasket, replacing clock lid, replacing water valve covers, and inspecting meter register and gears to ensure proper functioning of meters.
6. Communicates with business owners and maintenance engineers to determine why fire lines are being used; checks fire lines for leaks and works with water billing staff to change billing codes for meters that are not being used as fire lines.
7. Checks previous day's meter readings to confirm unusually high or low readings are accurate and ensures that all water meters on assigned route are read.
8. Assembles/disassembles retrieval device and operates according to guidelines to ensure safety of person in meter vault; calibrates and operates portable gas detector to test for presence of toxic gases and acceptable levels of oxygen in large meter vaults.
9. Read from 200 to 500 water meters on a daily basis.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Ability to correctly read water meters.

Ability to operate hand-held computer and accurately record meter reading.

Ability to operate 2-way radio.

Ability to deal effectively with diverse customers.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Valid Texas class "C" driver's license.

Training in confined space safety procedures.

Working Conditions and Hazards

Works in the field and is exposed to inclement weather and traffic hazards.

Exposed to possible hazards from insects, snakes, dogs, and angry citizens.

Ability to walk long distances, bend, stoop, kneel, climb, and lift repeatedly.

Some lifting of heavy objects that could weigh up to 60 pounds.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.