

# Meter Reader

The City of Galax is seeking qualified applicants for the position of Meter Reader in the Water Maintenance Department. If interested submit a completed application and release form to City of Galax, Judy Bolt, Human Resources Director, 111 E. Grayson Street, Galax, VA 24333 or email to [jbolt@galaxva.com](mailto:jbolt@galaxva.com). The position is open until filled. The City of Galax is an Equal Opportunity Employer.

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate semiskilled work locating and reading water meters, connecting and disconnecting service, repairing meters, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Public Works Director.

## Qualification Requirements

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

## Essential Functions

Reads water meters on an assigned route and records readings.

Checks to see that meters and visible connection are correctly installed and functioning properly and reports defects or tampering to a superior for further action.

Disconnects and reconnects meters; responds to customer inquiries.

Repairs, replaces and maintains water meters and boxes.

Removes obstacles from around meter boxes; cleans out dirt and debris from meter boxes.

Performs routine hydrant flushing and flow testing.

Performs annual inspection and exercising of valves.

Assists with repair and maintenance of water lines.

Assists regular water/sewer crew when not reading meters.

## Knowledge, Skills and Abilities

Some knowledge of the methods and procedures involved in the reading of meters and transmitting or recording consumption; some knowledge of the geography and street locations of the City; some knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines; some knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances; thorough knowledge in the use of common hand and power tools; ability to write legibly; ability to make simple arithmetical calculations rapidly and accurately; ability to walk all day under varying climatic conditions; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

High school diploma or GED and minimal experience in meter reading or water and sewer line construction, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 50 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 10 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions, frequently requires climbing or balancing and lifting and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and

## Meter Reader

analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently working near moving mechanical parts and occasionally requires exposure to fumes or airborne particles, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### Special Requirements

Possession of or ability to acquire confined space certification within six months of employment.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Required to be on-call for weekend rotation upon completion of training as determined by the Assistant Public Works Director