



Ute Water Conservancy District Job Description

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| Job Title: | Meter Reader |
| Job Code: | Utility Services |
| Salary Range: | \$22.94 - \$29.77 hourly |
| Department: | Transmission & Distribution |
| Reports To: | Meter Section Supervisor |
| FLSA Status: | Non-Exempt |
| Compensation Factor(s): | Education, Training & Experience; Merit System; Seniority |
| Prepared Date: | February 2021 |
| Revised Date: | January 2025 |

SUMMARY

This position reports to the Meter Section Supervisor and performs semi-skilled labor by walking or driving along established routes to accurately read and record the consumption of water, through handheld mobile devices, for residential and commercial meters in pursuit of the District's objectives by performing the following duties.

ESSENTIAL DUTIES and RESPONSIBILITIES

Performance of duties follows standards, policies, and plans established by the District as well as applicable federal, state, and local regulations.

- Walks and drives vehicle over established route and takes readings of meter registers.
- Accurately records residential and commercial meter readings using a handheld mobile device.
- Communicates and coordinates with the Billing department to ensure accurate and timely submission of meter readings for billing cycles.
- Inspects meters and connections for defects, damage, and unauthorized connections.
- Removes barriers or objects blocking access to meter pits.
- Notes problems with meters or system facilities and promptly reports issues to Meter Section Supervisor.
- Performs routine maintenance on meter pits ensuring frost lids and meter lids are securely in place, makes repairs to meters, and checks meters for proper operation.
- Regularly uses a shovel, pick, and jack hammer when repairing or maintaining meters and meter pits.
- Promptly responds to service work orders regarding water leaks, repair or replacement of meters, misreads, high usage, stuck meters, meter pit raises, etc.

- Frequently collaborates and communicates with the Customer Service and Billing departments regarding service work orders, customer accounts, routes, etc.
- Professionally communicates and works directly with customers to solve meter and/or water consumption problems using discretion and tact.
- Completes daily inspection of Meter Reader vehicle before operation.
- Drives in all weather conditions operating a motor vehicle and/or right-side steering vehicle daily.
- Regular or continuous public contact is an essential duty for this position. Interacts respectfully and professionally with all District employees, board members, and non-employees such as the public, customers, vendors, contractors, consultants, etc.
- Demonstrates reliable and consistent job attendance.
- Performs the essential functions listed on pages 3, 4, and 5 of this job description.

GENERAL DUTIES

- General duties may be assigned. Assists in other areas as assigned.
- Management retains the discretion to change the duties of the position at any time.
- Assists with waterline repairs, setting meters, construction projects.
- Cleans, maintains, and lubricates equipment.
- Cleans shop and yard areas.
- Assists in stocking warehouse and conducting inventory.
- Completes assigned tasks in compliance with the Lead and Copper Rule. This includes, but is not limited to: placing door hangers in upcoming scheduled areas of work; checking both the District and customer sides of the water service for lead lines by potholing along sections of the District's service line; making direct contact with customers to inquire about service lines into the customer's residence; entering into customer's crawl space or similar area to verify pipe material at first connection; accurately and timely completion of forms such as the Service Line Inventory Sheet form and Permit to Entry form for the District's GIS system; returns to unresponsive customers residence 2-3 times; replace lead service lines in the District's service area; coordinates with contractors on replacement of lead service lines, and may inspect contractor work to ensure proper installation of replacement lines; and works with other departments such as External Affairs, Customer Service, Engineering, and the Water Treatment Plant to educate, update, and inform internal staff of ongoing activities.

MINIMUM QUALIFICATIONS and REASONABLE ACCOMMODATION

To perform this job successfully, an individual must perform each essential duty and all job requirements satisfactorily. The requirements detailed within this job description are representative of the knowledge, skills, certifications, licenses, registrations, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. To request an accommodation, please contact the Human Resources Department. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.



EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, and/or REGISTRATIONS

Required: High school diploma or general education degree (GED).
A minimum of six (6) months of trade experience (e.g., carpentry, concrete, construction, electrical, equipment operation, machining, painting, plumbing, welding, etc.).
A valid Colorado Driver's License, in good standing, with insurability under the District's insurance standards.
Completes entry-level driver training in accordance with the Federal Motor Carrier Safety Administration regulations and obtains a Colorado Class A Commercial Driver License (CDL) with air brakes endorsement within one (1) year from the date of hire into the position.
Flagger, Trenching & Excavation, Confined Space, Forklift, and CPR/First Aid training.

Preferred: Knowledge of raw water collection and conveyance, domestic water distribution and transmission, and treatment systems.
Valid Class I-IV State of Colorado Water Distribution System Operator certification.

Any equivalent combination of certifications, education, or experience that provides the required skills, knowledge, and abilities of the position.

LANGUAGE and COMMUNICATION SKILLS

- Communicates in English.
- Both verbal and written communication skills are critical to this position.
- Read, interpret, understand, and apply information from documents such as service work orders, safety rules, Safety Data Sheets, operating and maintenance procedures, road maps, and directional signs.
- Write routine correspondence to customers such as door tags regarding potential leaks or impeded meter access.
- Communicates thoroughly and concisely with all District employees, board members, and non-employees.

COMPUTER SKILLS

- Proficient in the use of computers and mobile devices, including software and applications such as Microsoft 365 and telecommunications platforms.
- Proficient in the use of District software including, but not limited to, Utilisphere and ESRI web mapping platforms including ArcGIS Field Maps.
- Uses a handheld device to look up and enter data, a belt clip transceiver, as well as a digital wand to read meters.

MATHEMATICAL SKILLS

- Perform basic math functions including addition, subtraction, multiplication, and division in all units of measure, using whole numbers, common fractions, and decimals.
- Accurately read and record numbers.



REASONING SKILLS

- Uses discretion and tact when interacting with all District employees, board members, and non-employees.
- Applies common sense and sound judgement to perform the job duties and responsibilities.
- Interpret and follow rate sheets.
- Identify and precisely describe meter locations.
- Records accurate meter readings and exercises memory skills.
- Exhibits excellent organizational skills, takes initiative, and efficiently multi-tasks.
- Works with a variety of variables to troubleshoot and solve basic problems.
- Works safely, maintaining attention to detail, concentration, focus and alertness while performing essential duties.

INTERPERSONAL SKILLS

- Displays excellent interpersonal skills and maintains rapport with all District employees, board members, and non-employees.
- Works independently and as part of a team to meet the District's objectives in the Meter Section and Transmission and Distribution departments.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job for eight (8) hours or more per day.

- Frequently required to talk and hear.
- Frequently uses hands and fingers to handle, touch, or feel, and reaches with hands and arms.
- Frequently stands, walks, sits, stoops, kneels, crouches, bends, twists, crawls, climbs, balances, and works in awkward positions.
- Frequently lifts and/or moves up to 50 pounds and occasionally up to 100 pounds, with assistance.
- Gets into and out of a right-side drive vehicle 400-600 times per day.
- Specific vision requirements include close vision, distance vision, peripheral vision, depth perception, color vision, and adjusting focus.
- Must perform all physical demands with or without reasonable accommodations.

WORK ENVIRONMENT

The work environment characteristics described within this job description are representative of those an employee encounters while performing the essential functions of this job for eight (8) hours or more per day.

- This job is performed in an office setting as well as outdoors in various weather conditions including extreme heat and extreme cold. Position works approximately 5% of the time indoors and 95% of the time outdoors.
- Drives in all types of weather conditions and is expected to work in close proximity to traffic.
- Duties require working alone.
- Exposure to hazards including dog, snake, spider, and insect bites.
- Required to enter permit designated confined spaces and trench excavations.
- The noise level is usually moderate.



- Temporary telecommuting arrangements may be approved based on extenuating circumstances such as a pandemic, inclement weather, special projects, business travel, reasonable accommodation, or other reasons at the District's sole and absolute discretion and only when approved by the General Manager in a written remote work agreement.

SAFETY REQUIREMENTS

- This is a safety sensitive position subject to drug and alcohol screening.
- Employees are automatically enrolled and required to participate in the District's emergency communication platform.
- Follows safe work practices in accordance with industry and District standards.
- Wears and uses personal protective equipment as required.
- Uses gas monitoring device and tests air quality.

HOURS

- This is a non-exempt position.
- Typical work hours are Monday through Friday from 8:00am to 4:30pm.
- Must work a 40-hour work week and overtime, with or without notice, when workload demand requires it.
- Must work a regular seven (7) day rotational on-call schedule, on-call shifts as needed, and respond to emergencies.
- Requires flexible working hours to work rotating shifts, including early mornings, days, nights, holidays, and weekends, and fills in for absent employees when needed.