



## **JOB DESCRIPTION**

**Job Title:** Meter Reader/Maintenance  
**Department:** GMSA  
**Classification:** Non-Exempt  
**Pay Grade:** Grade 7  
**Pay Range:**

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$25,744	\$32,163	\$41,191

  
**Reports to:** Utility Superintendent  
**Date Updated:** September 2019

### **SUMMARY**

Under the supervision of the Utility Superintendent, the Meter Reader/Maintenance employee is responsible for reading gas and water meters, mowing, weed eating, weed control, and painting meters.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Reading Gas & Water Meters
- Mowing and Weed eating
- Spraying
- Painting
- Available to be on-call
- Other duties as assigned

### **PERIPHERAL DUTIES**

- Makes appropriate decisions for proper customer service
- Helps subordinates accomplish tasks, as needed
- Abides by all standards, conduct and policies, as stated in the Personnel Policy and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **SAFETY SENSITIVE POSITION**

This position is a 'Safety Sensitive' position as defined by the United States Department of Transportation and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "Safety Sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana License will not excuse you from the testing process, or the consequences of testing positive for marijuana.

This position performs the following 'Safety Sensitive' Duties:

- Operation of motor vehicles;
- Operation, maintenance or oversight of critical services and infrastructure including but not limited to electric, gas, and water utilities.

## **QUALIFICATIONS**

### **Education, Licensure, or Certification**

- High School Diploma or GED
- Driver's License
- Class D Water and Wastewater License
- 12 Months allowed to obtain Licensing or Certifications

### **Experience, Specialized Knowledge, and Other Requirements**

- Ability to operate equipment within the water and wastewater system
- Knowledge of all safety regulations

### **Knowledge, Skills and Abilities – With or without accommodations**

#### *Knowledge*

- Basic knowledge of reading meters
- Basic Math skills
- Basic Computer skills
- Customer Service

#### *Physical*

- Has ability to perform physical activities such as lifting, standing, walking, and bending for long periods of time.
- Ability to lift and carry heavy loads
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction
- Has ability to work within environment described below

#### *Cognitive*

- Ability to listen, understand, read, write and communicate information
- Ability to follow rules and regulations of GMSA
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems
- Ability to be compliant with rules and regulations regarding safety
- Ability to establish and maintain effective working relationships with subordinates, peers, superiors and the public

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works outside under normal and extreme weather conditions. The employee regularly lifts, stands, walks and bends for extended periods of time. Personal protective equipment shall be provided by the City and shall be worn when required.

### **SUMMARY**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.