TOWN OF EATONVILLE
JOB ANNOUNCEMENT

Full Time Meter Reader Position–
The Town of Eatonville is accepting applications for a Full Time Meter Reader position with Benefits. This position is under the supervision of the Water Superintendant and would work a 40 hour week and occasional overtime. The hours are 7:30 a.m. until 4:00 p.m. Monday through Friday. Applications and job descriptions are available at Eatonville Town Hall located at 201 Center Street West, Eatonville from 8:30 a.m. until 5:00 p.m. Monday through Friday or on our website at www.eatonville-wa.gov. This position closes ~~September~~ April 17, 2013 at 5:00 pm.

TOWN OF EATONVILLE
POSITION DESCRIPTION

POSITION: METER READER

REPORT TO: W S SUPERINTENDENT
DATE: May, 1992

DEPARTMENT: PUBLIC WORKS
PREPARED BY:

REVISED:
APPROVED:

POSITION PURPOSE

Under the supervision of the Water/Sewer Superintendent, the meter reader shall read the water and power meters accurately, consistently, and regularly each month at approximately the same time. The meter reader shall also serve as an inspector of any oddities in the meter, customer abuses, and condition of meters, and shall take note of billing discrepancies. The meter reader shall also be responsible for mowing and grounds keeping for the parks cemetery, sewer plant, sand filter plant, pump house, and storage tank sites. The meter reader shall also perform other similar duties as directed. This is a nominal full time position, with full-time hours to be worked at least eight months of the year and potentially reduced hours and proportional benefits four months of the year. At least twenty hours work shall be provided each week during periods of reduced work hours.

JOB DUTIES and RESPONSIBILITIES

Typical duties (not intended to be all-inclusive)

1. Reading and recording approximately 1000 water and power meters each month.
2. All meters are to be read monthly, between the 15th and the 25th of the month.
3. Meter reading will involve 10-20 miles of walking and 10-20 miles of driving. Driving will generally be in a town-provided vehicle, though any work-related driving done in a privately-owned vehicle will be reimbursed at standard town rates.
4. Meter reading will involve hands and knees work.
5. Inspection and taking note of dysfunctional meters and/or needed repairs.
6. Maintain mowing and brushing equipment.
7. Maintain mowing and brushing schedule.
8. Mow lawns, trim brush and trees, and provide other park and grounds maintenance services as directed.
9. Spray weeds and blackberries and coordinate with Pierce County weed control authorities.
10. Record and report any other difficulties with equipment or facilities.
11. Record and report any concerns expressed by members of the public, and/or refer the public to appropriate Town representatives.
12. Recognize safety issues and properly use safety equipment and procedures including hearing and eye protection, sunscreen, boots, harnesses, safety zones, and other equipment and materials as appropriate for the task at hand.
13. Take care in addressing vehicular traffic, dogs, and other safety hazards encountered during meter reading and other activities.
14. Work involves considerable physical activity, often outdoors during inclement weather.
15. Occasionally requires physical agility to climb to difficult accessible meter sites.
16. Assist with other water and sewer department activities.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS

Required – Skills in use and care of tools and materials used in maintaining and repairing meters.

- Ability to work with limited supervision.
- Ability to express ideas clearly and concisely verbally and in writing, in English.
- Ability to accurately read and transcribe meter data and to perform mathematical calculations.
- Ability to establish and maintain effective working relationship with co-workers, supervisor, and the general public.
- Washington State driver's license/ Possession of, or ability to obtain, a class"A" commercial driver's license within three months of hire.
- Work at times involves physical strength and endurance in bad weather conditions, including temperature extremes.
- Must be able to lift 5-80 pounds and walk 5-10 miles a day.

Desirable –experience in meter repair and/or using meter repair tools, flagger's card