


City of St. Charles Position Description 	<b>Position Title</b>	Meter Reader		
	<b>Department</b>	Public Works	<b>Division</b>	Meter & Communications
			<b>Section</b>	Electric
	<b>Full/Part Time</b>	Part-time	<b>Union</b>	Non-Union
	<b>Reports to</b>	Division Mgr.-Meter & Communications	<b>Positions Supervised</b>	None
<b>FSLA Status</b>	Non-Exempt	<b>Salary Grade</b>	R	

**Position Description Overview**

This position, under the general supervision of the Assistant Division Manager of Meter & Communications, is responsible for reading electric and water metering devices throughout the municipality.

**Essential Job Functions**

*Standard*

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

*Position-Specific*

1. Travel assigned route, in own vehicle, within time limits established for the route. Ability to pick up extra routes on a regular basis in the absence of other meter readers.
2. Read residential and commercial electric/water meters throughout the municipality including reading meters in the front, back, or side of a home or business (or inside). This includes demand meters, reading, resetting and resealing.
3. Record numbers from the electric/water meters relating to the consumption of use, utilizing handheld computer.
4. Search, read, and/or record all automated meter reading devices using handheld computer.

**Additional Job Functions**

*Standard*

1. Contribute to a positive group environment by:
  - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
  - Participating in proactive team efforts to achieve departmental and City-wide goals;
  - Assisting other co-workers on special projects as required; and

<ul style="list-style-type: none"> <li>• Providing leadership to others through example and by sharing knowledge and skills.</li> </ul> <p>2. Perform other duties as required or assigned.</p>
<p><i>Position-Specific</i></p> <p>1. Make visual checks while on route to see that meters are functioning properly and that no tampering of meters is taking place; report defective meters to supervisor utilizing the notes function on the handheld computer.</p>

**Basic Requirements**  
For successful performance in this position, the incumbent will need to demonstrate the following:

<b>Knowledge</b>	<p><i>Standard</i></p> <p>N/A</p>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Working knowledge of work methods and practices related to the efficient reading of electric and water meters; knowledge of metering devices; and the ability to learn the operation of new meter reading devices.</li> <li>2. Considerable knowledge of the geographic area and street numbering system of the municipality.</li> </ol>
<b>Skills</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Fundamental mathematical skills to calculate rapidly and accurately and the ability to write legibly.</li> </ol>
<b>Abilities</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.</li> <li>3. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.</li> <li>4. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>5. Ability to speak and communicate clearly in an office environment.</li> <li>6. Ability to speak effectively before groups of customers or employees.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals</li> <li>8. Possession of a valid driver's license.</li> </ol> <hr/> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability to maintain a 98% reading accuracy.</li> <li>2. Ability to enter data and integrate handheld computers.</li> <li>3. Ability to see and accurately read fine print in low lighting conditions, such as meters.</li> <li>4. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.</li> <li>5. Ability to maintain primary residency within the following boundaries within one (1) year of employment: Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.</li> </ol>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. High school diploma or equivalent required.</li> <li>2. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</li> </ol>
<p><b>Physical/ Environmental Demands</b></p>	<p><i>Standard</i>  N/A</p> <hr/> <p><i>Position-Specific</i></p> <p>Moderate physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoors environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including:</p>

	<ol style="list-style-type: none"><li>1. Ability to work outdoors under severe weather conditions, such as extreme heat and cold, high winds, severe snow, or rain storms, etc.</li><li>2. Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, etc.</li><li>3. Ability to perform duties which may require walking, climbing, crawling, kneeling, stooping, standing, and/or sitting for extended periods of time.</li><li>4. Physical working conditions that may provide exposure to a variety of grades and elevations.</li><li>5. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.</li></ol>
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Revised 7/12/2013

## Position Description Acknowledgement

**Position Title**

Meter Reader

**Revised/Updated**

7/12/13

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date