

# Osage Municipal Utilities Meter Reader

**Employer:** Osage Municipal Utilities  
**Department/Division:** Gas, Electric, Office  
**Facility/Location:** 720 Chestnut Street  
**Job Title:** Meter Reader  
**Job Summary:** Under general supervision, reads, records, and reports gas, electric, and water meter readings using a hand-held meter reading computer. Identifies and reports abnormal or suspicious meter conditions or usage patterns. Assists in helping other departments, maintains and cleans main office building, and performs related duties as assigned.

**ID Number:** 3  
**SIC Code:** 49  
**Related DOT Code:** 209.567-010  
**Shift:** 8 hours

## Essential Functions

1. Reads and records consumer water, gas, and electric meters in accordance with assigned schedule and route; identifies sites for meter reading and uses maps to establish a systematic route; enters meter readings into a hand-held meter reading computer; ensures accuracy of readings.
2. Examines meters for signs of tampering and reports inoperative, leaking, malfunctioning, or damaged meters and registers; tags property; reports hazards including gas odors and exposed electrical wiring; reports violations of backflow prevention.
3. Suggests changes to improve routing and meter location information.
4. Performs re-reads to verify correctness of reading and possible abnormal consumption prior to billing.
5. Performs other duties as assigned.
6. Performs preventative maintenance on all Osage Municipal Utilities vehicles located at 720 Chestnut St. Including but not limited to oil changes, detailing, tire rotations, fluid checks, and washing vehicles.
7. Removes snow on Chestnut and 7<sup>th</sup> Street sidewalks, removes snow to all building entrances at 720 Chestnut St.
8. Maintains and cleans Osage Municipal Utilities office building and all Osage Municipal Utilities grounds.
9. Assists other departments when not reading meters.
10. Operates and maintains vehicles and equipment assigned to department.

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	Required to perform essential functions on slippery surfaces and uneven terrain.
Weather	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, snow, ice, humidity and rain.
Confined Spaces	Required to perform essential functions in a variety of confined spaces.
Heights	Required to perform essential functions at heights in excess of 270 feet.
Noise	Various equipment such as vehicles, vacuum, landscaping equipment, etc.
Electricity	Limited exposure to electricity and risk of electrical shock.
Chemicals	Limited exposure to various toxic or caustic cleaning chemicals.

## Knowledge, Skills, and Abilities

- Ability to work overtime duty as scheduled.
- Must have a combination of training and skills that will enable the performance of the responsibilities outlined above.
- Geography of the area and location of meters.
- Principles of customer service. Basic mathematic principles.
- Must have a mechanical aptitude.
- Safely operate a motor vehicle.
- Work independently in the absence of supervision.
- Ensure adherence to safe work practices and procedures.

## Osage Municipal Utilities Meter Reader

- Complies with all company policies and procedures.
- Projects and promotes a positive attitude towards Osage Municipal Utilities both inside and outside the workplace.
- Practices a high standard of workmanship (e.g. avoid errors in reading meters and entering data) as a means of achieving the utmost reliability and safety from Utility operations.
- Modern office procedures, methods, and equipment including computers.
- Understand occupational hazards and standard safety practices.
- Stay current on federal, state, and local laws, codes, and regulations.
- Ability to perform basic record keeping tasks.
- Learn and apply new information of new skills.
- Follow oral and written instructions.
- Understand and carry out oral and written directions.
- Work cooperatively with others.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Must be a high school or vocational school graduate or any combination of experience and training that provides the required knowledge, skills, and abilities.
- Willing to attend safety meetings and work related conferences.
- Communicate effectively with customers on issues related to obstructed meters, pets, and locked gates.

Physical Demands	Description	Essential Function(s)
<b>Standing</b>	Stand for up to 1 hour at a time.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Walking</b>	Walk for up to 1 hour at a time and up to 6 miles per day.	1, 2, 4, 5, 6, 7, 8, 9, 10
<b>Sitting</b>	Sit for up to 1 hour at a time to work at desk or drive.	3, 4
<b>Lifting</b>	Lift up to 70# equipment from 0-36" tailgate to transport.	5, 6, 7, 8, 9, 10
<b>Carrying</b>	Carry up to 70# equipment up to 10' at a time.	5, 6, 7, 8, 9, 10
<b>Pushing</b>	Push up to 60# at 35".	5, 6, 7, 8, 9, 10
<b>Pulling</b>	Pull up to 60# at 35".	5, 6, 7, 8, 9, 10
<b>Climbing</b>	Climb up to 15 steps ranging in height from 9-18" regularly, utilize ladders and step stools to access equipment, and occasionally climb 270'.	1, 2, 4, 5, 8, 9
<b>Bending</b>	Bend from 0" to 75" with up to 25" forward reach to clean and scrub objects such as windows, walls, woodwork, etc.	1, 2, 4, 5, 6, 7, 8, 9, 10
<b>Reaching</b>	Reach from 0" to 75" with up to 25" forward reach to clean and scrub objects such as windows, walls, woodwork, etc.	1, 2, 4, 5, 6, 7, 8, 9, 10
<b>Gripping</b>	Grip 60# bilaterally to use hand tools and operate equipment.	5, 6, 7, 8, 9, 10
<b>Pinching</b>	Pinch up to 5# bilaterally to handle small parts and tools.	1, 2, 4, 5, 6, 7, 8, 9, 10
<b>Low-level Work</b>	Low level activity for up to 5 minutes at a time to install, inspect, or repair equipment or perform cleaning activities.	1, 2, 4, 5, 6, 7, 8, 9, 10
<b>Hand Coordination</b>	Hand coordination to write, use computer and telephone, use meter reading equipment, and handle small parts and tools.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Vision</b>	See in the normal vision range with or without correction; vision sufficient to operate a motor vehicle and equipment; read computer screens, meters, and printed documents.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
<b>Hearing</b>	Hear in the normal audio range with or without correction to listen for signs of danger, operate a radio and communicate with others.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10

# Osage Municipal Utilities Meter Reader

## Personal Protective Equipment (PPE)

- Safety glasses, safety-toed shoes, hearing protection, hi-vis clothing, flame-retardant clothing, rubber gloves/sleeves, hard hat, fall protection, face shield.

## Licenses and Certifications

- Iowa Driver's License
- May be required to obtain and maintain a Commercial Driver's License
- High School Equivalency or GED

## Recommendations/Comments:

Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed with the job.

## Document History

Date	Description
2-17-17	Meter Reader Job Description

## Definition of Terms

Term	Definition
• <b>Essential Functions</b>	• Those tasks that meet the definition of "the reason the position exists".
• <b>Marginal Functions</b>	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.

Osage Municipal Utilities is an EEOE.