



## Job Description

### Meter Reader

Pay Grade: 04

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** Prior experience reading meters.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Direct Supervisor:** Utility Account Supervisor, Finance Department.

**Supervisory Responsibility:** No

**Primary Work Location:** Outdoors within City of Nixa jurisdiction.

**Certification:** Valid State of Missouri driver's license.

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**Job Summary:** Accurately read and record the consumption of water and electric meters in support of utility functions for the City of Nixa.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Collect readings and record the consumptions of water and electric meters.
- Distribute door hangers for delinquent accounts.
- Install, connect and/or disconnect water and electric meters.
- Complete daily routine work orders, including the placing of water meters as assigned by Supervisor.
- Perform minor meter repairs, changing out meters, and maintain water meter boxes to a serviceable specification.
- Occasional operation of various types of machinery.
- Effectively perform as a member of the Utility Department in carrying out the City's Mission Statement.
- Perform other tasks and duties assigned by Supervisor.
- Locate electric meters and water meters.

### Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Methods, equipment, tools, and materials for meter reading and minor meter repairs.
- Occupational hazards and safe working practices.
- Principles of customer service and meeting quality standards.
- Must demonstrate the ability to navigate and complete daily tasks using a tablet or computer interface.

#### Skills

- Establishing and maintaining effective working relationships with other staff and members of the public.
- Good oral and written communication.
- Operating a variety of automotive, motorized, and hand-held equipment.

Effective Date:



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- Basic computer skills, including the ability to navigate and complete daily tasks using a tablet or computer.

### Abilities

- Lifting no more than 80 pounds; lifting items above head.
- Be able to bend, squat or kneel to read, reach and change meters.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Exposed to extreme weather conditions, dust, and pollen.
- Ability to walk long distances, for extended periods.
- Ability to trouble shoot and resolve basic, tablet, software and network issues.

**\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.**

### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Effective Date: