

PLEASE NOTE: THIS IS FOR A P/T POSITION

NASSAU COUNTY

VILLAGES

CLASS SPECIFICATION

Title : METER READER P/T

Code: 880030 9BK

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Salary: \$25.00 per Hour

Reply By: *Continuous*

Send Resume to: Anthony Iannone

142 Maple Avenue, RVC 11570

GENERAL STATEMENT OF DUTIES

Reads water meters in an assigned area; Performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position requires the use of judgment in reading water meters, and recording findings.

TYPICAL DUTIES

Questions? 516-678-9307 RVC HR

Water system operations:

1. Reads water meter indexes within assigned area and records indicated water consumption.
2. Inspects meters for leaks, tampering or mechanical deficiencies; reports need for meter repair.
3. Notes discrepancies or irregularities between meter readings and registration of average past consumption.
4. Explains rules concerning water meters to consumers.
5. Assists in simple field or office maintenance work as directed.
6. Assists with routine clerical aspects of billing consumers for water consumption in accordance with meter readings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

Water system operations:

1. Knowledge of water meter indexes.
2. Ability to read water meter indexes and record amounts of consumption accurately.
3. Ability to detect significant discrepancies in water consumption.
4. Ability to determine mechanical irregularities of water meters.
5. Ability to perform simple maintenance or clerical duties.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school.

- NOTE:**
1. Experience reading and recording numerical data taken from meters or gauges, may be substituted for high school education on a year-for-year basis up to a maximum of two years.
 2. Where required, continuing possession of an appropriate class, valid Driver License issued by the State of New York.