

**CITY OF CELINA**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Position Number:</b>	<b>Name:</b>
<b>Class Number:</b>	<b>Class Title:</b> Meter Reader I or II

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<b>Civil Service Status:</b> Unclassified	<b>Dept./Div:</b> Customer Accounts
<b>Employment Status:</b> Part-time, Regular	<b>Reports To:</b> Customer Accts. Supervisor
<b>FLSA Status:</b> Non-exempt	

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**QUALIFICATIONS:**

Completion of secondary education and experience, which indicates a demonstrable ability to maintain accurate detailed records and communicate effectively with customers. Previous customer service experience preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid State of Ohio driver's license.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* Indicates developed after employment)

**Knowledge of:** meter reading procedures; \*electronic meter reading system; terminal functions, reading operations; screen displays; \*various search methods.

**Skill in:** motor vehicle operation; \*use or operation of meter reading equipment.

**Ability to:** gain access to work site; carry out detailed but basic instructions; read, copy, and record figures accurately; communicate effectively; complete routine forms; maintain accurate records; define problems, collect data, establish facts, and draw valid conclusions.

**ESSENTIAL FUNCTIONS OF THE POSITION:** (For purposes of 42 USC 12101)

- (1) Performs meter reading operations; accept direction from supervisors and Customer Accounts personnel; and ensure work complies with office standards.
- (2) Performs meter reading functions at designated level of responsibility; locates and reads water and electric meters; checks meter numbers against customer account number, then accurately logs readings for billing purposes in the handheld equipment.
- (3) Maintains positive public relations with customers; shuts off service to customers in arrears for payment of bills; restores service as directed.

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(4) Conducts final reading for customers wishing to disconnect service; turns water and electric service on for new customers.

(5) Notes damaged or malfunctioning meters and reports findings to proper authority to initiate maintenance; reports signs of meter tampering.

**OTHER DUTIES AND RESPONSIBILITIES:**

- (1) Performs miscellaneous landscaping and maintenance duties, as needed.
- (2) Performs related duties as assigned.

**EQUIPMENT OPERATED:** (The following are examples only and are not intended to be all inclusive)

Pickup truck, wrench and miscellaneous hand tools, handheld meter reading equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

(For purposes of O.R.C. 4167)

Occasional exposure to construction hazards; periodic exposure to severe weather, vicious dogs, verbal abuse from distraught customers; hazardous driving conditions.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)