

FORREST CITY WATER UTILITY

METER READER (PART TIME)- CUSTOMER SERVICE DEPT.

Revised: January 2014

Position Reports to: Customer Service Cashier
Subordinate Staff: None

Meter Readers are part-time employees employed by the FCW to read meters on a schedule set by the Customer Service Department of the Utility and paid by the number of meters read.

ESSENTIAL FUNCTIONS

Meter readers work under the direction of the Customer Service Supervisor.

Read each meter in the routes assigned and enter reading on a Utility furnished hand-held electronic recording device.

Enter by codes any trouble encountered in regard to the meter or meter service, such as meter leaks, broken dials, etc.

Read the meters assigned within the time-frame as established.

The time frames for meter reading is as follows, dependant on the calendar:

First day of month through twelfth day of month.

Each Meter Reader shall before hire a must show that he or she has enough time available during the billing cycle to have adequate time to read the routes assigned. As meter reading is one of the most important functions of the Utility, dependability is most important

Accuracy and dependability are most important aspects of the Meter Reader. Missed time-tables and inaccurate meter readings are grounds for termination.

The Meter Reader may set his/her time schedule of work with the only requirements is concerning the time frames as noted and during day light hours.

Meter Readers shall be paid by the number of meters read by the amount/meter in the assigned meter assigned. Each book has an assigned amount per meter read.

Each Meter Reader shall furnish his/her own transportation. The Utility will furnish meter box keys, reading tubes and the electronic meter reading equipment.

The Meter Reader is responsible for the upkeep and safety of the hand held electronic meter reading device. If damaged or stolen by negligence, the Meter Reader shall reimburse the Utility for the costs incurred or replacement.

The Meter Reader is considered a part-time employee and is covered by Workman's Comp and has no other benefits of the Utility.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities or requirements.