



Effective Date: March 18, 2022

Organization: City of Barre, Vermont, USA

Position Title: Meter Specialist
Water and Wastewater Division

Department: DPW

Supervisor: Director of Public Works or their designee

Salary \$23.21 per Hour

Summary/Objective

The Meter Specialist assists the Public Works Director, Assistant Public Works Director and Superintendent of Water and Wastewater in various duties in support of the water meter program, this includes reading meters both residential and commercial; performs minor water meter maintenance; assist with utility billing and ensures quality customer service to City consumers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Read residential and commercial water meters with computerized hand held; reads and records meter readings manually as necessary; record readings in utility billing system and perform calculations as needed.
2. Performs minor meter maintenance
3. Inspects and reports on conditions of meters and water and sewer services.
4. May assist on meter installations
5. Assist with clerical work for the department and maintains records up to date
6. Reviews meter readings based on variance calculations and interacts with the consumer to determine the cause
7. Assist with running reports as requested by management
8. Assist with the notification of consumers for water interruptions or scheduled outages.
9. Assist with answering consumer inquiries for services and complaints.
10. Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
11. Perform other duties as assigned

Necessary Knowledge, Skills and Abilities

1. High school diploma or equivalent
2. Experience with water meter maintenance preferred
3. Uses and purposes of construction tools and equipment
4. Demonstrated mechanical ability
5. Principal and practices of customer service
6. Basic mathematical principals
7. Moderate levels of English reading, writing, speaking, and comprehension.
8. Moderate levels of active listening, critical thinking, learning, coordination, instructing, service orientation, installation, time management, and organization.
9. Positive attitude, strong work ethic, ability to work under pressure, and be a fast learner
10. Ability to work as a contributing member of a work team or environment
11. Ability to learn the City geography and locations of meters
12. Learn water rates and billing rules
13. Complete a methodical approach to solving problems with note taking or recordkeeping
14. Ability to follow written and oral instructions
15. Ability to establish and maintain effective working relationships with other employees and the public
16. Ability to communicate effectively, both verbally and in writing.

Competencies

1. Must have a valid Driver License in good standing.
2. Must be proficient with Microsoft Office suite of tools Word, Excel
3. Physically able to complete the essential functions of the position with reasonable accommodations.

Supervisory Responsibility

This position has no supervisory responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment.
- This job requires the ability to walk stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses,

contacts).

- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible characteristics including abnormal sounds from mechanical equipment, warning devices from trucks and equipment and hazards present or common to the work area which are detectable by hearing.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Performed frequently
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Performed occasionally	Crawling:	Occasionally performed
Lift over 50 lbs.:	N/A	Squatting:	Performed frequently
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	Performed frequently
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Performed Occasionally	Balancing:	Occasionally performed
Carry over 50 lbs.:	N/A	Work Surfaces	
Reach above shoulder height:	Occasionally performed	In Avg. 8 hour Day Employee is Required to:	
Reach at shoulder height:	Occasionally performed		
Reach below shoulder height:	Performed frequently		
		Sit	
		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	
Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
Handling:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Torquing:	Occasionally performed	Walk	
Fingering:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
		Total Hrs.	1 2 3 4 5 6 7 8

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Office and field environment, While performing the duties of this job, the employee regularly works in outside weather conditions to include snow, rain, excessive heat, excessive cold, high humidity levels etc.. Office environment is climate controlled

Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. However, the position requires the ability to work during nonstandard hours when the need arises.

Travel

Local travel will be required to read meters.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States
Must be able to get to and from work on a consistent basis

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.