

Christian Valley Park Community Services District

Job Title	Quarterly Meter Reader	Supervisor	General Manager
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This job description describes the general nature and level of work performed by employees assigned to this position.

BASIC JOB SUMMARY

Under the direction of the General Manager or designated supervisor (the "Supervisor"), the Quarterly Meter Reader, a position in the Operations Division of Christian Valley Park Community Services District ("District"), reads water meters on a quarterly schedule, records readings accurately and completely for billing and operational purposes, and reports conditions that may require follow-up, such as apparent leaks and damaged or inaccessible meters. The position works independently in the field and maintains professional contact with customers and property occupants when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- ♦ Read assigned water meters on the District's quarterly meter-reading schedule
- ♦ Accurately record meter readings using the District's designated reading equipment, forms, or electronic system
- ♦ Verify meter numbers and service locations and report discrepancies
- ♦ Identify and report apparent leaks, unusually high or low readings, broken lids, exposed equipment, and other conditions affecting meter service or reading accuracy
- ♦ Report meters that are inaccessible, obstructed, damaged, tampered with, or otherwise unreadable
- ♦ Perform re-reads or field checks when readings appear inconsistent or when directed by the Supervisor
- ♦ Maintain accurate, timely meter-reading records and submit completed readings and field reports as required
- ♦ Use care when entering private property or approaching residences and maintain a courteous, professional relationship with customers and the public
- ♦ Follow District policies, procedures, safety practices, and applicable traffic and field-work requirements
- ♦ Protect District property, meter-reading equipment, records, and customer information
- ♦ Communicate field conditions or customer concerns to the Supervisor and refer billing or account disputes to the appropriate District staff
- ♦ Assist the Supervisor with other routine meter-reading or field reporting matters as assigned

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ABILITY TO

- ♦ Accurately read and record water meter registers, distinguishing readings from other markings or numbers
- ♦ Use handheld meter-reading devices, mobile devices, written forms, or other District equipment
- ♦ Work independently, organize an assigned route, and complete quarterly meter-reading assignments within established timeframes
- ♦ Communicate effectively and courteously with customers, property occupants, District staff, contractors, and members of the public
- ♦ Read, understand, and follow written or verbal instructions

LIMITS OF AUTHORITY

The position reads meters and reports conditions, but does not repair, adjust, or operate meters or valves, shut off service, or make billing determinations. Matters requiring a decision or follow-up are referred to the Supervisor.

EDUCATION

No specific degree or formal educational credential is required. Graduation from high school or equivalent is preferred.

EXPERIENCE

Previous experience involving meter reading, utility field work, route work, customer service, or similar outdoor work is preferred but not required.

LICENSE AND VEHICLE REQUIREMENTS

A valid driver's license is required. Employees use a personal vehicle in the field and are reimbursed for mileage.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position is performed outdoors in varying weather and field conditions and requires walking, standing, bending, stooping, reaching, and climbing or navigating uneven terrain as reasonably required to access meters. The work involves repeated kneeling and lifting of up to 20 pounds, including removing and replacing meter box lids, while moving from meter to meter. Employees may encounter dogs, wildlife, and insects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

WORK SCHEDULE

This is an at-will, hourly (non-exempt), part-time employee position. Work is scheduled in coordination with the Supervisor.

ADDITIONAL INFORMATION

This job description is intended to identify the essential functions of the position for purposes of the Americans with Disabilities Act (ADA).

The District does not discriminate in its activities or employment on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability, or any other basis protected by federal or state law.

No person shall be denied employment solely because of an impairment that is unrelated to the ability to perform the duties of the position for which the person has applied. Applicants who need a reasonable accommodation are encouraged to notify the District so that it can work with them, through a good-faith interactive process, to determine whether one can be provided.