

CLASS SPECIFICATION FOR
Meter Service Worker

GENERAL STATEMENT OF DUTIES: Performs customer water meter service in the field; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class performs the more routine water meter services in the field, such as setting meters, raising and lowering meter boxes, turning meters on and off and making minor repairs to the meters. An incumbent may investigate customer complaints concerning usage. Work is assigned by a supervisor but is performed without direct supervision in the field. Problems are referred to a supervisor for assistance. Supervision may be exercised over semi-skilled or unskilled workers.

EXAMPLES OF WORK (illustrative only):

- Sets meters for new customers and checks them to assure proper working condition;
- Turns meters on and off as instructed;
- Makes minor repairs to meters in the field, such as replacing the glass or dial or cleaning the face so that the meter can be read;
- Re-reads meters and makes special readings as assigned;
- Locates meters that Meter Readers are unable to locate by using a rod, metal detector or other device;
- Raises and lowers meter boxes by replacing the collars on the box;
- Replaces meters that appear to be malfunctioning;
- Checks with customers concerning meter reading, leaks and similar water problems;
- Assists in the installation and testing of large meters;
- May work with emergency crews in the repair of water main breaks or sewer stoppage;
- May supervise other workers in the field;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the different types of water meters; knowledge of simple hand tools used to install meters; ability to read meters; ability to work with the public; mechanical aptitude; ability to work under limited supervision; physical condition that permits such activities as heavy lifting, bending, driving and working under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and one (1) year of meter reading experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.