

**METER READER
MAINTENANCE WORKER II
RANGE 17 (Non-Exempt)**

JOB SUMMARY: The Meter Reader is responsible for reading City water meters. This is a full-time position working Monday through Friday. The duties will be performed throughout the City of Jenks. This position reports to the Utility Billing Supervisor.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Reads water meters on an assigned route.
- Turns off and locks meters for non-payment.
- Turns on water meters.
- Maintains meters; cleans dirt and grass from meter boxes; replaces meter boxes and lids.
- Installs new meters.
- Repairs meters.
- Maintains City issued vehicle.
- Completes daily work orders.
- Inputs and updates information in a handheld database device.
- Performs other duties as assigned.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES:

- Possesses excellent verbal and written communication skills, which demonstrate professionalism and customer service.
- Answers inquiries and provides information upon request.
- Organized with strong multi-tasking and time-management skills.
- Must handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to occasionally work non-standard days/hours, as needed.
- Participate as needed in special department projects.
- Perform other related duties as requested and assigned.

MINIMUM AND PREFERRED REQUIREMENTS:

- High school diploma or equivalent; and two (2) years of similar work experience involving direct customer contact in a related field.
- Possession of a valid driver license issued by the State of Oklahoma for the type of vehicle operated.
- Excellent written and verbal communication skills.

WORKING ENVIRONMENT:

The duties of the Meter Reader will typically be performed outdoors and may be exposed to inclement weather.