



VILLAGE OF THORNVILLE

METER READER

General Description

This position is responsible for the timely and accurate reading of Village water meters. The position requires physically visiting residential and commercial properties, reading the water usage on the meters, accurately recording the readings on a handheld device, and reporting any irregularities or issues with the meters or customer accounts, often working along established routes outdoors in various weather conditions; essentially ensuring accurate billing for water consumption based on meter readings. Work is performed under the general direction of the Village Administrator and the Utilities Superintendent in accordance with all policies and procedures of the Village of Thornville.

ESSENTIAL JOB FUNCTIONS:

- Reading meters: Accurately read water meters at assigned locations using handheld computers or other recording devices and reporting of readings to the water billing.
- Data entry: Legibly handwrite meter readings into the route books, ensuring accuracy.
- Route management: Follow assigned routes to visit properties efficiently and on schedule.
- Identifying issues: Report any potential problems with meters, including damage, tampering, leaks, or unusual usage patterns.
- Maintaining records: Keep detailed records of meter readings, customer information, and any issues encountered during the reading process.
- Weather considerations: Work in various weather conditions to access and read meters.

MINIMUM QUALIFICATIONS:-

- Attention to detail: Precisely reading and recording meter readings is critical.
- Physical ability: Walking long distances, accessing meters in various locations, and potentially dealing with challenging terrain.
- Basic math skills: Understanding meter readings and calculations.
- Technical skills: Operating handheld computers or other data collection devices.

APPLICATION PROCESS:

Submit completed employment application and brief cover letter to: Village Administrator: Melissa Brofford via email to administrator@thornville.gov

The Village of Thornville is an Equal Employment Opportunity Employer.