

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: LEAD METER READER
DEPARTMENT: WATER
REPORTS TO: FINANCE DIRECTOR/ UTILITY BILLING CLERK

CLASS CODE: 1034
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Performs lead worker responsibilities. Performs meter reading and grounds maintenance functions for the department. Uses computer to create reports for utility billing and transfer readings for billing.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out lead worker responsibilities including: training in job skills; assigning and directing work, assisting staff in resolving problems; and reporting problems to supervisors.

Assists in coordinating utility billing functions, including: analyzing data for bill preparation, discussing problems with customers in the field and generating reports for utility billing.

Assists in coordinating meter reading functions, including: scheduling meter readers on route system: monitoring data entry and making corrections: downloading information and generating computer reports.

Reads water meters and performs related functions, including: entering meter information into handheld computer; starting and disconnecting water service at the meter; checking high readings for over-reads; removing and replacing meters; and checking meters for leaks.

Performs ground maintenance functions, including: mowing and edging areas of facility grounds; raking leaves and other plant and tree debris; and cleaning and removing litter from landscaped areas and grounds.

Performs routine maintenance on various power or hand tools and equipment including lubricating, changing oil and sharpening.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Vehicle(s)	Computer Hand Tools	Lawn mower(s) Versatarm	Weed eater Probing Rod	Trimmers and Edgers
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's Degree; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Computers

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Water meter operations.

Utility billing processes.

Basic plumbing technology.

Standard business arithmetic, including percentages and decimals.

Basic principles and practices of landscape maintenance, watering, pruning and fertilizing.

Safe working practices.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Operating a variety of grounds maintenance equipment and hand tools.

Maintaining and performing routine repairs on all assigned equipment.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is frequently required to stand, walk and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb or balance; stoop, kneel, crouch, or crawl; bend body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles; speak and hear; and lift and/or move 10 to 25 pounds frequently and 25 to 50 pounds occasionally.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions.

The incumbent's working conditions are typically moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.