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# Apple Valley Heights County Water District

## EMPLOYEE POLICY HANDBOOK

**POLICY TITLE:** Job Description – Meter Reader  
**POLICY NUMBER:** 2345

### 2345.1 General Job Description

Under the supervision of the Assigned Supervisor:

- (a) reads and records water usage data from meters;
- (b) organizes accounts into routes for optimal data collection efficiency;
- (c) provides support to office clerical staff and to pipeline construction and maintenance crews;
- (d) trains other staff as necessary for relief or replacement purposes;
- (e) delivery of account information or notification forms;
- (d) performs a wide variety of unskilled and semi-skilled manual and automated tasks.

#### 2. Prerequisite Qualifications

High school diploma or the equivalency thereof.  
Valid California driver license and satisfactory driving record.

#### 3. Essential Job Duties:

Task: Reads and records water usage data from water meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 50 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Task: Respond to customer requests for service turn-on and turn-offs, and locking or unlocking meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 50 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Task: Installs and removes meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 50 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

Task: Maintains access to meters by clearing away soil, debris, weeds, leaves, brush, etc., and uses appropriate tools to do so, including brush saw, weed-eater, shovel, rake, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 50 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

4. **Marginal Job Duties:**

**Task: Provides assistance to clerical staff in office.**

Physical Demand: Sitting; standing; walking; close vision; use of hands to operate office equipment, including copy, binding and fax machines, telephone, and typewriter; driving vehicle.

Task: Assists pipeline construction and maintenance crews in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

5. Environmental Demands:

Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from animal repellent spray.

Noise/Vibration: Moderate exposure to noise and minimal vibration from tools and equipment.

6. Mental Requirements:

Reading: Reads road maps, instructions, work orders, meter route books, forms, safety manuals, letters, reports, memos and messages.

Writing: Prepares reports, memos and messages.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: High level concentration and attention to detail to accurately enter data into hand-held data-collectors.

Repetition: Data entry into hand-held data-collectors.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to work with others to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to understand communications from others.

APPROVED: 09/12/2012

BY: Director Duwel, second by Director Hunter, and carried.