

Jurisdictional Class: Competitive; Non-Competitive when Seasonal in City of Plattsburgh and Village of Rouses Point  
Adopted: May 30, 1991  
Revised: May 28, 2010

**METER READER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving the reading, recording, and computing of water, sewer, or electric meter information. The work also involves the minor repair and adjustment of meters with the more difficult calibration and adjustments performed by higher-ranking employees. The work is performed in accordance with established policies and procedures within the operating departments. Difficult problems are referred to higher authority since problems can affect department policy determination. Supervision may be exercised over the work of subordinates. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reads and records electric, water, or sewer meter readings using electronic hand-held computers;  
May collect delinquent bills or disconnect meters;  
Resets dials and reseals meters;  
Installs new or replacement meters;  
Reports all unsafe conditions to department head or appropriate authority;  
Reports damaged meters or leaks to proper authority for corrective action;  
Follows prescribed routines and routes in meter readings to assure public acceptance for entry into home;  
Computes the usage of water or electricity for billing purposes;  
Tests, calibrates, and/or makes minor connections and repairs on meters;  
Provides answers to inquiries on the use of electrical appliances and their consumption;  
Assists water users in identifying excessive water use;  
Inspects water and sewer services;  
May be required to enter data into computer systems;  
Maintains water meter and appurtenance inventories.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Some knowledge of the construction operation and maintenance of small mechanical measuring devices;  
Knowledge of the working principles of meters, electrical meters, and methods of power measurement;  
Knowledge of computers and computer business applications;  
Ability to make simple arithmetic calculations;  
Ability to read simple meter and measuring devices;  
Ability to follow simple oral and written directions;  
Ability to record figures accurately and to submit legible written records;  
Mechanical aptitude;  
Manual dexterity.

Meter Reader

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience which shall have included the use of computers.

**NOTE:** One (1) year of full-time college courses may be substituted for the above experience as long as it includes or is supplemented by a course in computers. If your work experience does not include the use of computers, a high school or college course in computers can be used along with the one (1) year of work experience to meet the above requirement.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's license at time of application. Possession of the license at time of appointment.