

**City of Monroe, Louisiana**  
Mayor-Council Government  
P O Box 123  
Government Center  
Monroe, Louisiana 71210-0123

Utility Operation Division

<b>TO:</b>	DEPARTMENT HEADS
<b>FROM:</b>	DEPARTMENT OF ADMINISTRATION UTILITY OPERATION
<b>DATE:</b>	February 10, 2012
<b>SUBJECT:</b>	JOB OPENING February 27, 2012

A full-time job opening exists in the Utility Operation Division for a **Water Meter Reader (5371)**.

## JOB DESCRIPTION

### DEFINITION

Under direct supervision with responsibility for reading water meters on a daily basis. Performs related work as required and directed by the department supervisor.

### EXAMPLES OF DUTIES

Must read water meters accurately and enter readings correctly on hand held meter reading recorders.

Contributes information and assist service men in completion of work order request for various customer or route generated work orders.

Requires extensive walking, bending, lifting, and stooping in all types of weather.

Maintains up to 500 minimum accurate meter readings per day.

Requires maintaining an equivalent Class C-D Chauffeur's License and to be familiar with the streets of the City of Monroe.

Maintains and enforces safety procedures for meter boxes and lids for a safe and secure environment for the public and other city workers.

Provides assistance in troubleshooting utility water customer's installation complaints and problems.

Billing environment may require possibility of working on holidays and weekends, and/or daily overtime.

### EXPERIENCE REQUIRED

Proven communication skills, ability to work in a team situation, ability and willingness to learn independently, ability to follow procedures and policies both verbally and written. Strong sense of responsibility, which includes demonstrated, and dependable attendance, knowledge, and work experience. Also, must have at least one year experience in meter reading.

### EDUCATION

High school diploma or GED equivalent.