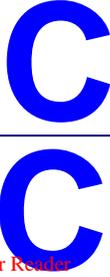




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Water Meter Reader

TITLE:	WATER METER READER
JURISDICTIONAL CLASS:	NON-COMPETITIVE (*PART-TIME)
CIVIL DIVISION:	TOWNS, VILLAGES
ADOPTION:	CSM
REVISED:	CSM 02/14/07

DISTINGUISHING FEATURES OF THE CLASS:

Reads water meters and records readings; does related work as required. This is routine work involving responsibility for accurately reading and recording figures on consumer water meters. The work is performed under general supervision in accordance with established procedures.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reads water meters on consumer premises;
Maintains records of meter readings;
Closes meter service on delinquent accounts;
Investigates complaints of excessive meter reading;
Occasionally locates sources of water leaks and waste.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Some knowledge of mechanical measuring devices;
Ability to maintain accurate records and to make simple calculations;
Ability to understand and follow oral and written instructions;
Courtesy and tact in dealing with the public;
Industry;
Dependability;
Good physical condition.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school (or higher level) or possession of a high school equivalency diploma.