CITY OF SAINT PETER, MINNESOTA

POSITION OPENING

PART-TIME METER READER

The City of Saint Peter is accepting applications for the position of UTILITY METER READER in the Finance Department. Minimum qualifications: high school diploma or equivalent; experience working with the public; and valid Class D driver’s license. Desired qualifications: record keeping experience and previous meter reading experience. Position works from the 7th of the month to the 15th of the month (Monday – Friday) and then back for rechecks as needed the following week; with occasional hours scheduled during the month for final read outs. Meter Readers must work in all weather conditions. $15.90/hour. Applicants are required to complete a City application form available from City Administrator’s office (227 South Front Street), by calling (507)934-0663, or online at www.saintpetermn.gov/365/employment. Qualified applicants will be contacted for an interview within one week of application submissions. Position will remain open until filled. AA/EOE
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POSITION DESCRIPTION

POSITION TITLE: UTILITY METER READER

DEPARTMENT: FINANCE

SUPERVISOR: DIRECTOR OF FINANCE

Pay Equity Points = 90

OVERVIEW OF POSITION:

Under general supervision, the Utility Meter Reader reads water and electric meters, records the readings, and performs a variety of related tasks as directed.

DUTIES:

- Reads water and electrical meters; records readings; makes special readings as required; inspects meters to determine if they are functioning properly; checks to determine consistency of meter readings; reports malfunctioning meters to the Finance Director/Treasurer; inspects visible plumbing for water leakage.

- Receives citizen complaints, answers customer inquiries or directs customers to the proper official.

- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate clearly and effectively; understand and carry out directions; accept responsibility; deal with the public; maintain confidentiality as needed; maintain good interpersonal skills and to work well with a wide range of individuals; and be tactful.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Utility Meter Reader is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:
Continuously is over 2/3 of a work day
Frequently is 1/3 to 2/3 of a work day
Occasionally is less than 1/3 of a work day

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40; Continuously sit, or stand, or walk; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of 15 feet, reach above shoulder level; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating differentiate colors precisely, normal depth perception, normal peripheral vision;

Strength: Continuously carry up to ten pounds and lift up to ten pounds. Frequently carry up to
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POSITION DESCRIPTION

forty pounds and lift up to forth pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower; Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid; Occasionally exposed to moving mechanical parts hazard; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Wear safety equipment including hard hat, safety goggles, and safety vests.

Vaccinations: Receive vaccinations for Tetanus and Hepatitis B. The vaccinations for Hepatitis B are made available by the City but are not required.

MINIMUM QUALIFICATIONS:
- High school diploma or equivalent
- Experience working with the public.
- Valid Class D driver's license.

DESIRED QUALIFICATIONS:
- Record keeping experience.
- Previous meter reading experience.