

Skamania County PUD No. 1 is seeking qualified applicants for the Meter Reader position. Job description and application are available at the PUD office located at 1492 Wind River Rd., Carson, WA or visit www.skamaniapud.com . Recruitment for the position will be open until filled, the first screening will be January 24. Interested applicants must submit a cover letter, resume, and application via email to jenniferj@skamaniapud.com or submit to Skamania PUD, Attn: HR, PO Box 500, Carson, WA 98610. Equal Opportunity Employer.

Please see complete job description below.

Public Utility District No. 1 of Skamania County

Position Description

Job Title: **Meter Reader**
Department: Line Department
Reports To: General Foreman
FLSA Status: Non-Exempt
Prepared Date: September 12, 2017
Approved By:
Approved Date:

Summary

Reads electric and water meters, and records use by residential and commercial consumers by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Walks or drives truck over established route, often on the customers' property, and records readings of meters with a handheld electronic reading device.
- Uploads and downloads routes into handheld electronic reading device.
- Inspects meters and connections for defects, damage, broken or damaged meter seals, unauthorized connections, and other potential concerns.
- Indicates irregularities to the office for necessary action to be taken.
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Opens gates, and is observant of dogs, children, and obstacles.
- Answers customer questions and/or refers them to appropriate utility personnel.
- Performs minor vehicle repair to include changing tires.
- Helps in the warehouse or in the field as needed when not reading meters.
- Works as a Groundman when requested with the electric line crews for storms and emergencies at the appropriate Groundman rate of pay.
- Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED).

Certificates, Licenses, Registrations

Must possess a driver's license with emphasis on safety and driving skills of a high level.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, communicate, and reach and manipulate objects. The position requires mobility. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl and above average agility. The employee must regularly move materials weighing up to 10 pounds and occasionally move materials weighing up to 50 pounds.

When working as a Groundman may move materials weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

While performing the duties of a Groundman, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to risk of electrical shock, and vibration. The noise level in the work environment is usually loud.