

COAL CREEK UTILITY DISTRICT

METER READER

Completed applications, cover letters, and resumes must be submitted by 4:00 PM Friday March- 9- 18
Applications are available at our office and at our website <http://www.ccu.org>

Applications & resumes will be accepted by mail, email at rsmart@ccud.org or in person at:
Coal Creek Utility District
6801 132nd PL SE
Newcastle, WA 98059

TITLE: METER READER

STATUS: Open until filled

Coal Creek Utility District is an Equal Opportunity Employer

JOB SUMMARY

This employee is responsible for reading and maintaining all water meters in the district. They also respond to customer inquiries, problems, and complaints as well as reports of tampering and unauthorized usage. Additional duties include general maintenance of other facilities (reservoirs, buildings, etc.), distributing door hangers for customer billing and cross connection control, and maintaining assigned vehicle.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Take accurate readings of assigned meters. Locates and reads meters using a hand-held computer device; and enters any necessary follow-up codes.

Install and maintain automated (radio-read) meters including initial set-up and programming the meters.

Respond to customer inquiries, problems, and complaints by working with property owners to investigate leaks, high water usage, and other issues. Work closely with billing department to lock/unlock meters, provide closing reads, distribute door hangers, and other duties.

Prepare and submit meter reading follow-up code reports on a regular basis.
Perform brush trimming around all CCUD appurtenances, sawdust replacement, box and lid repair or replacement, minor meter repairs, repainting of boxes, valves, and road markings; report major meter repair or replacement, potential cross connections, and unauthorized usage.

Inspect and maintain vehicle by checking oil, fuel, and tires, observing the general condition of the vehicle on a routine basis, updating all equipment and manuals assigned to the vehicle, and following all rules, laws, and regulations while driving.

Perform other duties and tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Customer service techniques

Defensive driving practices and precautions

Safety rules and regulations

Skill in:

- Driving safely in all weather and road conditions according to applicable laws
- Reading road and GIS maps
- Operating hand and power tools including hand-held computers
- Performing basic mathematical computations
- Establishing and maintaining effective interpersonal relationships, including customers and the public
- Communicating and interacting with peers, supervisors, and the general public

Experience/Education:

- No specific experience is required; experience in customer service, water quality, meter reading, and/or water services is desirable.
- High school diploma or General Equivalency Diploma (GED)
- Any equivalent combination of education and experience that provides the applicant with the knowledge, skill, and ability to perform the job

Licensing/Certification:

- Possess and maintain valid Washington State driver's license and be insurable by CCUD
- Possess/obtain (within one year of hire) and maintain Industrial First Aid and CPR certification
- Possess/obtain (within one year of hire) and maintain Water Distribution Specialist certification
- Possess/obtain (within one year of hire) and maintain flagging certification

WORKING CONDITIONS

Duties are performed primarily in the field while driving an assigned vehicle or walking to read meters. When in the field, the worker may be subject to adverse weather conditions, automobile traffic, heights, confined spaces, fumes, unpleasant odors, loud noises, hazardous materials, hostile animals, and/or angry customers.

PHYSICAL REQUIREMENTS

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium work exerting up to 75 pounds of force occasionally, and/or up to 25 pounds of force more frequently, and/or up to 10 pounds of force constantly to move objects.

SALARY AND BENEFITS

The Meter Reader position is a Union Collective Bargaining Unit position with a salary starting at \$23.02 per hour (DOE). CCUD offers a complete benefit package including medical, dental, vision, and retirement.