

	<h2 style="text-align: center;">CITY OF MINNEOLA</h2> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Mailing Address: P.O. Box 678 Minneola, FL 34755 Phone (352) 394-3598 </td> <td style="width: 50%; vertical-align: top;"> Physical Address: 800 North U.S. Highway 27 Minneola, FL 34715 Fax (352) 394-0051 </td> </tr> </table>			Mailing Address: P.O. Box 678 Minneola, FL 34755 Phone (352) 394-3598	Physical Address: 800 North U.S. Highway 27 Minneola, FL 34715 Fax (352) 394-0051
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Job Title:	Meter Reader	Pay Grade	110		
General Description: Work independently in the field to read water meters and record consumption to identify irregularities in meter equipment and related plumbing; and to provide a variety of field customer service functions.					
Responsibilities: <ul style="list-style-type: none"> Reads water meters on assigned routes and records readings. Checks to determine consistency of meter readings and reports unusual cases to the supervisor or other authorized staff requesting the information. Checks to see that meters are registering properly and reports to the supervisor on conditions such as non-registering meters, improperly installed meters, and suspicious conditions. Turns customer's water service on and off; reports violations of the rules and regulations governing water consumption; reports conditions that may necessitate a change in rate for services. Identifies addresses for new water utility billing; performs leak checks; assess landscaping irrigation requirements. Tactfully responds to inquiries and complaints from the public. Performs checks for water quality conditions as requested by the public. This position requires the use of a vehicle while conducting City business. In order to drive, individuals must be physical capable of operating the vehicle safely and must possess a valid Florida Driver's license. Required to be on-call after hours, holidays, and weekends; and work overtime as may be necessary. Must have a good working knowledge of all materials, equipment, methods, safety techniques, and regulatory requirements that may be required to complete all tasks. At certain times, employees may be required to be On-Call (Standby) status. May be required to work extended hours, especially during emergencies and natural disasters. These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform any and all other job related duties as required. Performs other duties as assigned. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. 					
Job Location:	Minneola City Hall	Job Role	Meter Reader		
F.L.S.A. Status	Non-Exempt	Department	Water Distribution		
Employment Status:	Full-Time Position	Employment Type:	Employee		
Manages Others	No				

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Knowledge, Skills, & Abilities:

- Occupational hazards and safety practices.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.
- Federal, state, and local laws; codes and regulations related to areas of assignment.
- Schedule preventative maintenance services.
- Operate a variety of hand and power equipment in a safe and effective manner.
- Read and interpret subdivision plans.
- Work independently in the absence of supervision.
- Understand and follow both oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with citizens, business owners, coworkers, supervisors, contractors, and others the employee may come in contact with during the course of work.
- Knowledge of the equipment, tools, and supplies required to accomplish all operations.
- Ability to operate a variety of hand tools, power tools, and electric meters.
- Ability to organize work and set priorities to meet deadlines.
- Ability to identify critical issues quickly and accurately.

Minimum Requirements:

High School Diploma or GED.

This position requires the use of a vehicle while conducting City business. In order to drive, individual must be physically capable of operating the vehicle safely and must possess a valid Florida Driver License.

Must reside within twenty-five (25) miles from Minneola's city limits.

Physical Requirements:

Acceptable eyesight (with or without correction). Acceptable eyesight includes, but not limited to depth perception, close, distance, peripheral, color vision, and the ability to adjust focus.

Acceptable hearing (with or without hearing aid).

Acceptable dexterity in fingers and hands.

Ability to stand for long periods of time; ability to walk long distances; ability to sit for brief periods of time.

Ability to twist, reach, bend, stoop, lift, twist, and climb ladders and stairs.

Must be able to push, pull, lift, and carry seventy-five pounds (75).

The job requires driving a city vehicle (transporting other employees at times) and operating necessary equipment to perform essential functions.

Environmental Conditions:

Work is outdoors with exposure to dust, pollen, extreme heat and/or cold, wet or humid conditions, bright and/or dim light, heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes or noxious odors, traffic, and moving machinery.

Education/Certifications

Graduation from High School or equivalent.

Note: This Job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. (Reasonable accommodations will be made in accordance with existing A.D.A. requirements for otherwise qualified individuals with disabilities).

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