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## Water Meter Reader- City of Norwood

### Statement of Duties:

This employee must be able to read water meters and record the data. Must perform related work as required.

### Essential Duties and Responsibilities:

Follows an assigned route, either on foot or by driving a car and must enter customer homes or businesses.

Greets and converses with customers, answers customer questions.

Obtains readings from each water meter on the assigned route in both inside/outside settings and verifies correct addresses

Observes and reports any obvious problems or improper uses of the water lines or meters as well as any physical hazards on the assigned route.

Performs miscellaneous office duties such as filing and retrieving, answering the phone, calculating percentages, obtaining account numbers for specific premises, etc.

### Qualifications:

Knowledge of operational characteristics of water meter reading equipment methods and techniques of water meter reading. Skill to operate listed tools and equipment. Must have a high school degree or GED. Must possess a valid Ohio Driver's License.

### Ability to

- 1) walk each day of work in all types of weather, including climbing up and down steps, ladders, into and out of meter pits, and maneuvering around obstacles
- 2) lift heavy objects such as meter pit covers, garage doors, cellar doors, etc.
- 3) see small numbers and to read small dials by flashlight
- 4) Copy readings accurately onto a meter reading card, as well as operate and use the current handheld device
- 5) Read information on meter reading card so as to locate, read, and copy reading in a safe, efficient, and accurate manner
- 6) Operate Water Department car in a safe and courteous manner
- 7) Write brief, accurate and legible reports to supervisors on a specific problem
- 8) Observe and report safety hazards
- 9) Remain calm in stressful situations
- 10) Learn way around the city (i.e. routes, neighborhoods, etc.)

If you are this QUALIFIED CANDIDATE or if you know of a qualified candidate please refer them to contact City Hall. The City is accepting resumes from September 30, 2020 through October 16, 2020. **This position is seasonal for 180 days and pays \$15 an hour for 40 hours a week.** Resumes should be sent to [info@norwoodohio.gov](mailto:info@norwoodohio.gov).

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