City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Meter Reader</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>WMRD</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU03</td>
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<tr>
<td>Date Revised:</td>
<td>March 2019</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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</tbody>
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General Summary: The Meter Reader obtains monthly meter readings for the purpose of billing amount of commodity/service used by customers in the Rapid City service area.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Walks or drives truck to collect automatic meter reading (AMR) (drive-by) readings or to assigned area to collect hand-held reads.
- Downloads reading route into hand-held computers or AMR (drive-by) reading computer from billing software.
- Uploads read routes into office computers utilizing hand-held computers or AMR (drive-by) reading computer.
- Makes special readings as required.
- Reports to service department any problems such as meter irregularities, damaged equipment, or impediments to meter access, including dogs.
- May assist in doing routine office work.
- Instructs and trains others to fill in upon absence.

Qualifications:

- High school diploma or general education degree (GED).
- Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

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 job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

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 job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.