

JEMEZ SPRINGS DOMESTIC WATER ASSOCIATION

Job Title: METER READER AND GENERAL SUPPORT SERVICES
Department: Administration
Approved By: Office Manager
Approved Date: October 21, 2024

Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an employee in the classification.

Summary

Under general supervision, perform monthly meter reading duties; assist customer service with leak reporting and leak searches as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Monthly Meter Reading

Duties

1. Personal vehicle must be used
2. Perform monthly meter reads of residential and commercial meters each calendar month. These meters include radio read and manual read meters.
3. Enter reads into automated, portable reading device.
4. Readings will be taken for each billed account, plus any inactive accounts which need to be monitored.
5. If there is a reason a meter cannot be read the cause will be immediately reported by the Meter Reader to the appropriate parties.
6. Perform routine maintenance of vegetation removal around meter cans to ensure accessibility.
7. Inspect meters and connections for defects, leaks, malfunctions, and unauthorized connections.
8. Perform a visual inspection and assessment of each meter on the system must be conducted, annually. Assessing approximately 40 meters each month will be required.
9. Record irregularities for action into handheld unit or create manual notes to submit to the Office Manager each month.
10. Perform meter re-reads as necessary for billing as well as for abnormal or high usages, as necessary.
11. Perform meter data profiles or meter reprogramming, as necessary.

Compensation

1. Monthly Meter Reading Compensation is as set by the Board of Directors for each unique water meter that is read during each month's Meter Reading process.
2. The exact total number of water meters to be read will be agreed upon in writing at the beginning of each month's Meter Reading process.
3. Monthly Meter Re-Reads are a necessary part of the Meter Reading process and are not counted towards the total number of unique water meters being read.
4. A Confirmation of Completion by signature at the end of each month's Meter Reading process will certify the total number of unique meter reads that were completed for compensatory purposes.
5. This is considered part-time employment with limited benefits.

Duty 2: General Support Services

Duties

1. The Meter Reader will provide support services to the JSDWA Staff on an 'as needed' basis.
2. The types of work will vary widely in nature and will be discussed at the time of notification that General Support Services are needed by the Meter Reader.
3. General Support Services can include leak detection searches, informing customers of observed leaks in a professional, respectful manner; refer customer to appropriate department or individual, if needed.
4. General Support Services Duties and Compensation are unrelated to, and outside of, the above-listed Monthly Meter Reading Duties and Compensation agreements.

Compensation

1. Compensation for General Support Services is as determined by the Board of Directors
2. Mileage will be compensated at the standard mileage rate as listed by the IRS.
3. There is no agreement on a minimum or maximum number of hours available for these General Support Services in any given pay period.
4. This is considered part-time employment with limited benefits.

Qualifications

The following generally describes the knowledge and ability required to enter the job, or that can be learned within a short period of time, in order to successfully perform the assigned duties.

KNOWLEDGE OF:

1. Basic knowledge of service area
2. Read and transcribe numbers accurately
3. PC Software Operation, can include word processing and spreadsheets
4. Safe and effective use of hand tools and shovels
5. Use electronic meter reading equipment (we will train to our current equipment)
6. Principles and practices of accurate record keeping.
7. Occupational hazards and standard safety practices.

ABILITY TO:

1. Read and record water meter readings in a systematic manner.
2. Learn and remember locations of meters.
3. Learn conditions and situations that indicate meter failure.
4. Work independently in the absence of supervision.
5. Maintain Association's tools and equipment properly.
6. Read maps, system diagrams, instructions, work orders, training manuals, reports, memos and messages.
7. Write notes, memos, messages, complete forms and documents as necessary.
8. Use time efficiently and productively to complete assigned tasks.
9. Understand and carry out oral and written instructions.
10. Look for opportunities to improve processes and efficiencies.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with co-workers and the public.

TECHNICAL:

1. Must be computer literate.
2. Ability to work with, or learn, our mapping system of DiamondMaps

MISCELLANEOUS:

1. Valid Driver's License
2. A vehicle that can maneuver in snowy, icy, and steep conditions is required.

Physical Demands

This is a very physical job which requires walking on rough terrain, squatting, kneeling, lying face down on the ground, digging, and repeatedly getting in and out of a vehicle.

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 essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, is required to stand and walk for extended periods; walk, climb and negotiate uneven terrain; use hands and fingers to handle or feel objects, tools and equipment; reach with hands and arms, stoop, bend, kneel, crouch, or crawl and talk and hear, deal with aggressive animals and exposure to trees and pollen; drive a vehicle in all weather conditions and sometimes rough terrain. Specific vision abilities required by this job include close vision, low lit areas, and the ability to adjust focus.

The employee must perform moderate to heavy lifting.

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 job, the employee will regularly be exposed to outside weather conditions. The employee is frequently exposed to water, dirt, and mud. The employee will frequently be walking and climbing on slippery and uneven surfaces, and work near traffic hazards. The noise level in the work environment is usually moderate. The employee will frequently be exposed to seasonal allergens, possible wildlife and insects, and barking dogs.

Other Requirements

Education/Certifications

1. High school diploma or general education degree
2. Prior experience in meter reading is a plus

Certifications

1. Possession of a valid driver's license and a continuing acceptable driving record.

To Apply:

Please pick up an application at our office located at **16899 Highway 4, Jemez Springs, NM 87025.**

Alternatively, an application can also be obtained on our website, www.jsdwa.org. You may return the application to our office or email the application to jsdwa@windstream.net. For questions please call (575) 829-3083.