

CLASS TITLE: WATER SERVICE REPRESENTATIVE I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for field inspections of water services, reading water meters on customer premises and recording the readings, and other related assigned duties.

ESSENTIAL TASKS:

- Reads water meters on assigned routes and records readings
- Keeps records of meters read
- Keys meter reads and codes into hand-held meter read devices
- Reviews read cards for possible errors
- Reviews meter readings for consistency
- Checks meters and records defects or conditions which require repair or other action
- Pumps/digs/cleans out meter cans that are full of water, dirt, or mud
- Assists in related office paperwork as required
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and (2) years of experience working in an outdoor environment, preferably with route work responsibility; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the geography and street locations of the City. Ability to make simple arithmetic computations rapidly and accurately; ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information; ability to understand and follow verbal and written directions; ability to plan work and carry through to completion without close supervision; and the ability to adhere to prescribed outdoor routines, under sometimes undesirable weather conditions.

Physical Requirements: Physical requirements include frequent walking 10-12 miles daily and standing; frequent lifting up to 20 pounds and occasional lifting, pushing, and pulling up to 60 pounds; frequent carrying up to 5 pounds and occasional carrying up to 20 pounds; frequent pushing and pulling up to 50 pounds; frequent reaching, balancing, bending, kneeling, handling, feeling, smelling and twisting; occasional crawling and climbing; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather; and requires travel in personal vehicle. May be exposed to the following: animal waste/dead animals, traffic, cramped work areas, irate customers, excessive dust, weather/temperature extremes, rough terrains, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, insect/snake bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, and oily surfaces.

Class Code: 8504

EEO Code: N-07

Pay Grade: LT-14

Group: Clerical and Administrative Group

Series: Utility Field Services Series

Effective date: June 1, 1996