

TITLE: METER READING CREW LEADER

CODE: 35911

GENERAL DESCRIPTION:

This is responsible water meter reading crew leader work involving the oversight of meter reading operations.

Work involves responsibility for safe, timely and accurate reading of water meters. Duties include overseeing meter readers, preparing schedules and completing associated paperwork. This position also has the responsibility for making difficult meter reading technical and operational decisions. This work requires that the employee have considerable knowledge, skill and ability in water meter reading techniques and operations.

SUPERVISION RECEIVED:

Works under the general supervision of the Meter Supervisor.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees, and evaluates a large group of meter readers in walking and driving routes.

Drives walking meter readers to and from routes and monitors their work on a spot-check basis.

Investigates meter reading problems in the field and determines corrective actions to be taken.

Compiles information on meter reading operations and prepares reports. Reviews all meter reading cards daily. Maintains route records and basement access key rings.

Maintains meter reading equipment and assures laundering of uniforms in a District laundry.

Demonstrates work procedures. Cites work rules violations. Assists in performance evaluation.

Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of water meter reading methods, equipment and materials.

Some knowledge of public administration principles and practices as applied to crew operations reporting.

Good ability to communicate orally and in writing and to lead a work crew.

Good ability to make operational decisions within established procedures and to complete routine forms.

Good ability to oversee the activities of an assigned work crew.

Considerable ability to establish and maintain effective working relationships with coworkers, customers, and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent plus four years of progressively responsible meter reading experience including some experience in a lead capacity.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.