

**City of Covington**  
**CAREER OPPORTUNITIES POSTING**

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**JOB TITLE:** Meter reader  
**FLSA:** Non-Exempt

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*The following statements are intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required.*

**To Apply** – Those interested must submit a completed application to the HR Department no later than **4:00 pm June 13...** Applications may be obtained online at [covingtontn.com](http://covingtontn.com) or at HR office located at **100 West Washington, first floor. Please enter the building at the south entrance on Washington St.**

**GENERAL SUMMARY:**

Travels assigned routes and records reading hand held computer to provide needed info. Performs necessary repairs and change out of gas and water meters.

**SUMMARY OF JOB RESPONSIBILITIES:**

Traverses assigned routes and records meter readings into hand-held computer to provide needed information for utility billing or other related action; notes any unusual changes in consumption, location or malfunctions such as leaks or damaged meters.

Performs necessary repairs and change out of utility meters, and related customer service duties.

Collects other route survey information.

Inspects meters and connections for defects, damage and authorized connection or use; reports findings to supervisor and/or utility billing clerk.

Rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption.

Calculates consumptions.

Assists in the maintenance, repair, replacement, and the testing for accuracy of defective meters.

**WORK HOURS/SALARY:**

- Full-time Monday – Friday 40 hrs. wk and on call as scheduled
- Grade 4 Starting pay \$11.50 will be based on experience
- One position

**Test Required**

- drug screen, physical and background check

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- While performing the duties of this job, the employee may work occasionally in extreme outside weather conditions. The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, frequent use of arms/hands. Frequently required to walk, sit and talk and hear. Standing for extended periods of time, must be able to frequently lift and or move at least 25lbs and occasionally lift 100 lbs. Must be able to perform strenuous physical labor safely. Must be able to hear a wide variety of sounds. Specific vision abilities required for this position include a close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The City of Covington is an equal opportunity employer. All qualified applicants will be considered without regard for race, or, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.