

Jurisdictional Class: Non-Competitive for Mohawk Valley Water Authority Only  
EEO Category: Service-Maintenance  
Revised: 02/27/2024

### **METER SERVICE PERSON**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is public contact work involving setting, removing, and otherwise servicing water meters at the consumer's premises. This work does not involve the repair of meters, which is usually done at the repair shop. The work is performed under direct supervision of the Water Authority Administrative Officer and in accordance with established policies and procedures. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Sets, removes and changes meters requested by consumers;  
Changes meters for routine tests;  
Reads meters for final bills;  
Inspects new services for compliance with required specifications;  
Inspects new or changed fire protection line services;  
Responds to consumer complaints regarding meters;  
Keeps records and prepares activity reports;  
Performs routine data entry and retrieval;  
Turns water on/off at curb stop as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation of water meters; good knowledge of local geography; good knowledge of hand tools; ability to understand and follow oral and written instructions; ability to make simple arithmetic computations; ability to install and service water meters; tact and courtesy in dealing with the public; dependability; mechanical aptitude; manual dexterity.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience using hand tools **AND** one (1) year of experience in the operation of a computer.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. Successful completion of a confined space entrant/attendant course within one (1) year of appointment. Course must be completed on a biennial basis throughout appointment.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: Unknown  
Revised: 06/26/1997, 10/31/2019, 02/27/2024