

Jurisdictional Class: Non-Competitive for Mohawk Valley Water Authority Only
EEO Category: Service-Maintenance
Revised: 07/14/2025

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 typically 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;
Changes meters for routine tests;
Reads meters;
Inspects new services for compliance with required specifications;
Inspects new or changed fire protection line services;
Responds to issues with meters;
Keeps records and prepares activity reports;
Performs routine data entry and retrieval;
Posts delinquent accounts for shutoff;
Turns water on/off at curb stop as needed;
May investigate high meter reads.

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. The license must remain valid throughout the appointment.
2. Successful completion of a confined space entrant/attendant course within one (1) year of appointment. The course must be completed on a biennial basis throughout the 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, 07/14/2025