



**Position Title:** Meter Reader I

**Reports to:** Director of Field Operations

**Supervisory Duties:** Not Applicable

**Pay Range:** \$2,740 – \$3,500 per month (\$15.81 to \$20.19 per hour)

**Closing Date:** Open until filled

**How to Apply:** Visit [www.ThurstonPUD.org](http://www.ThurstonPUD.org) to fill out an application.

**General Duties/Requirements:**

The Meter Reader I works under the general direction of the Director of Field Operations. This position serves as the primary meter reader for Thurston Public Utility District (PUD). The position also performs a broad range of manual labor to support the PUD. Duties may include, but are not limited to:

**The ideal candidate profile includes:**

- Ability to communicate information clearly and concisely to a variety of audiences, including but not limited to, customers, field and office employees, and management.
- Team player with ability and desire to accept direction from others.
- Ability to be organized and complete paperwork in a timely manner.
- Prompt and time sensitive.
- Ability to multitask and follow directions.
- Safety conscious and committed to safe work practices.
- Ability to provide high level of customer service at all times.
- Accurately read water meters in a timely manner ability and efficiently operate the PUD's meter reading equipment.
- Accurate mathematical calculations and analysis.

**Essential Job Functions:**

- Ability to manually accurately read water meters using the PUD's meter reading tools and software within assigned time constraints for the meter reading schedule.
- Perform ground maintenance operating weed whackers, lawn mowers and hand tools to maintain Thurston PUD's water systems grounds.
- Perform building maintenance to include normal maintenance of structures like, but not limited too, roofing, hanging doors, pressure washing, and painting.
- Provide manual labor to support field staff including, but not limited to, digging and installing water meters and water lines.

- Read, replace, insulate, and maintain all PUD meters and meter boxes.
- Perform water sampling when required.
- Operate light-duty trucks in picking up and delivering materials or supplies, and collecting and removing debris as assigned.
- Proficiently operate all assigned equipment and vehicles to perform operations within the capacity of the machine to accomplish required work.
- Work in accordance with safety practices and procedures.
- Shut off water for non-payment of bills.
- Respond properly to customer complaints and be able to resolve conflict.
- Distribute chemicals to systems.
- Perform basic checks of water systems.
- Maintain paperwork.
- Ability to work on computerized systems using Microsoft Suite programs.
- Perform safe work practices.
- Keep vehicle clean and properly maintained.
- Perform overtime and on-call duties as needed.
- Must have the ability to work in small spaces for extended periods of time.
- Must have the ability to drive up to 200 miles or more a day and frequently enter and exit a vehicle and walk, up to a mile, on uneven, steep, or marshy terrain.
- Must be able to work dexterously using multiple hand and power tools, and equipment, for extended periods of time.
- On-call 24 hours a day, seven days a week.
- Must be able to work standing, sitting or lying down for extended periods of time in all types of weather and temperatures.
- Must have the ability to walk up to 15 miles a day and bend, stoop and manipulate tools and equipment with dexterity.
- Other duties as required.
- Be a team player with ability and desire to accept direction from others.
- Perform extensive driving safely on the interstate and other highways, and in rural areas.
- Ability to work under pressure, handle multiple tasks and meet deadlines.

**Work Environment:** Work is primarily performed outdoors and may include exposure to inclement weather conditions and environmental/seasonal allergens.

**Level of Authority:** Expected to perform routine assignments independently.

#### **Required Knowledge/Skills/Abilities**

- Accuracy in reading meters and using PUD equipment.
- Prompt and time sensitive.
- Safety conscious and committed to safe work practices.
- First Aide Card is desired, but not required.

#### **Minimum Qualifications**

- High School Diploma or GED.
- Current and valid Washington driver's license with a driving record acceptable to the PUD's insurance carrier.
- Required to lift in excess of 75 lbs.
- Chosen candidate will be required to provide at least one year's proof of a safe driving record from state.