

**City of Devine
Job Description**

Job Title: Water Laborer/Meter Reader
Reports To: Public Works Director
Date Prepared: November 2021

SUMMARY:

Under general supervision reads and replaces meters, handles work orders from the city office, repairs and does maintenance of water lines and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reads meters as needed.
- Completes work orders when necessary.
- Installs residential-commercial water meters.
- Prepares work orders indicating meter number, date and location of installation.
- Makes repairs to the system as needed.
- Receives and ensures jobs are completed.
- Determines what equipment, materials and personnel are required for assigned jobs.
- Inspects, maintains and determines if machinery is operable, then ensures corrective maintenance is performed by qualified personnel.
- Complies with additional duties as required.
- Works under direct supervision of Director of Public Works and Superintendent of Public Works.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Texas Driver’s License

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and reach with hands and arms. The employee frequently is required to climb or balance. The employee is occasionally required to sit; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The City of Devine is an “at will” employer. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I, employee, understand that this document is not to be constructed as a contract, either implied or explicit. All the information contained herein is merely an attempt by the City of Devine to explain the essential duties that I am expected to perform. I understand that, at my supervisor’s discretion, additional duties and responsibilities may be placed upon me at any time. I have been furnished a copy of this job description.

Employee Signature: _____ Date: _____