

## **DOMINION HOPE**

### **JOB DESCRIPTION**

**TITLE:** Meter Reader

**CODE NO.:** 00214

**GRADE:** 005

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

#### **RESPONSIBILITIES:**

Read domestic, commercial, and industrial meters. Check on condition of meters, lines, etc., and report any irregularities.

#### **ASSIGNED DUTIES:**

1. Read domestic, commercial, and industrial meters and compute amount of gas passed. Operate hand-held datacap for recording meter reads.
2. Check meters, lines, and associated equipment and facilities for leaks, tampering, etc., and report any irregularities.
3. Report requests for service, customer complaints, and inquiries which require further explanation.
4. Promote good customer and public relations.
5. Prepare records and reports as required.
6. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
7. May direct other employees in the performance of assigned duties.
8. May perform other duties as required in higher or lower classifications.