



JOB DESCRIPTION

Job Title: Meter Reader/Water Technician	Department: Water
Reports To: Water/Sewer Supervisor	Exemption Status: Non-exempt
Work Status: Full Time	Latest Revision Date: November 2025

JOB SUMMARY:

This position is responsible for the timely collection of consumption data from water and electric meters. The technician is also responsible for skilled technical work in construction, maintenance and repair of water meters.

Primary Duties/Responsibilities:

- Perform skilled technical work in the construction, maintenance, and repair of water, sewer, and stormwater mains and related facilities.
- Test, repair, and install water meters, and inspect, paint, repair, or install fire hydrants.
- Operate various BPW equipment, including performing meter diagnostics and maintenance.
- Records consumption data from water and electric meters
- Drive vehicles equipped with tools and materials to job site.
- Knowledge of traffic laws for motorized vehicles.
- Connect and disconnect meters as directed.
- Deals courteously and diplomatically with the public.
- Assists the Water/Wastewater Department as needed.
- Abides by all Safety rules and Incident Investigations outlined in the BPW Safety Procedures and/or the safety procedures outlined in the Individual Department Manual.
- Performs other related duties as assigned.

Required Skills/Abilities

- Experience in reading electric and water meters.
- Comprehensive knowledge of water and sewer system construction and maintenance.
- Proficiency in troubleshooting, operations monitoring, and critical thinking.
- Effective coordination, communication, and problem-solving skills.
- Strong safety practices.



- Employee must use reasonable care, judgment, and application of their knowledge in the performance of their duties.
- Willingness to work on a rotating on-call night shift schedule

Education and Experience:

- High School Diploma or equivalent
- Ability to complete NIMS 100 and 700 training within a year of start date.
- Possession of valid Class B CDL driver's license and good driving record.

Work Environment:

- Predominantly outdoor work in various weather conditions, including extreme heat, cold, rain, and snow.
- Conditions may include noise, vibrations, humidity, and wetness.
- The job involves interaction with the public and response to emergency situations outside of the normal working hours.
- The position may work in cramped environments.
- Work may be in potentially hazardous environments, necessitating strict adherence to safety protocols.

Physical Requirements:

- Must be able to lift, push, carry, and/or pull loads of up to 80-100 lbs.
- Frequent standing, walking, stooping, crouching, and working in awkward cramped positions.
- Regularly required to use hands to finger, handle, or feel objects, tool, or controls.
- Must have the ability to climb ladders, enter confined spaces, and work at various heights.
- Requires full range of body motion including handling and lifting, manual and finger dexterity, and eye-hand coordination sufficient to operate equipment and machinery.
- Incumbent must have the endurance to perform tasks over long periods of time.

Employee Acknowledgement

Date

Manager/Supervisor Acknowledgement

Date

