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# Example of Meter Reader Job Description

Our growing company is hiring for a meter reader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for meter reader

* Loads assigned computer discs into the Hand Held unit / Mobile Collector computer and frequently monitors the computer to ensure acceptable daily response rates
* Verifies meter identification numbers and document readings to assure timely and accurate billing of our customers’ energy consumption
* Plots daily route using charts, maps, and existing procedures to ensure effective operation of the Mobile Collector technology
* Participates in the continuous improvement of route/cycle structure
* Responds to our internal and external customers’ requests, questions, and concerns in a manner that meets customer expectations
* Partners with customer relations providing information and prompt resolutions to customer account and audit requests
* Observes documents and communicates gas leaks, suspected gas theft, or malfunctioning of equipment and other hazardous conditions to ensure customer and employee safety and compliance with company policy
* Participates in training and cross training to increase job knowledge and competency
* Identifies non-registering ERT’s
* Works investigate ERT orders, including ability and knowledge to use the necessary equipment and tools to re-program an existing ERT or to install and program new ERT device on meter

## Qualifications for meter reader

* Must be willing to worker under unusual or special working conditions and surroundings, the normal working conditions pertaining to this job
* Must be able to walk and / or drive for extended periods of time through various terrain and withstand all types of weather conditions
* Up to one (1) year of Meter Reading experience preferred
* Must be courteous, accurate and possess a cooperative attitude and neat appearance
* Must be able to understand safe work practices
* Candidates must be capable of moderately strenuous work and possess an aptitude for mechanical and gas work