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# Example of Meter Reader Job Description

Our growing company is looking to fill the role of meter reader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for meter reader

* Downloads meter reading route(s) daily
* Reviews Missed Meter Report daily to identify incomplete meter readings
* Maintains electronic equipment to ensure accurate readings
* Interacts with customers via telephone and in person to obtain information and answer questions
* Identifies problems concerning customers assigned to wrong route
* Maintains and repairs ENSCAN and ERT equipment to ensure accurate meter readings
* Converts non-ERT meters to ERT system
* Performs shut-offs, on occasion
* This posting is for the Livonia area, specifically for the read territory of Livonia and is for Long Term Temporary Meter Readers
* Applicants must possess a valid driver's license with a good driving record, be able to work outside in all types of weather, possess and demonstrate excellent communication skills and the ability to work with customers

## Qualifications for meter reader

* HVAC, mechanical or plumbing experience preferred
* Car insurance
* Knowledge and/or ability to quickly learn about the company
* Knowledge of equipment used, and of basic computer operating principles to process accounts and analyze computer data
* Requires normal physical and mechanical ability and a neat appearance
* The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds