

HEATH CONSULTANTS INCORPORATED JOB DESCRIPTION

JOB TITLE: Meter Reader
PAY RATE: \$10.00/hr
REPORTS TO: Project Manager, Team Leader, or Crew Leader
WORK AREA: Gibsonia, PA and Surrounding Areas

RESPONSIBILITIES AND JOB DUTIES:

1. Serve the customer, and exceed their expectations, as they are our first priority.
2. Ensure that all jobs are completed in an efficient manner, according to agreements and client specifications.
3. Adhere to all quality control measures.
4. Operate personal vehicles and equipment in a safe and conscientious manner.
5. Accurately read and record electric, gas and/or water meter data.
6. Work is performed in residential, commercial and/or industrial settings.
7. Each reader drives from one work area to another entering and exiting the vehicle frequently.
8. Data is recorded on a small handheld computer. It is estimated that each unit weighs less than ten (10) pounds.
9. Perform other duties as deemed necessary by the Team or Crew Leader.

EDUCATION:

High school diploma or equivalent preferred.

REQUIREMENTS:

Valid Driver's License
Reliable Personal Vehicle (Reimbursement of \$3.12/hr)
Performs all work in a safe manner
Observes and follows all meter reading instructions
Excellent customer service and communication skills
Be available for overtime and Saturdays
Work in outdoor environment
Continually walking on all types of terrain (3-7 miles/day)
Pass a pre-employment drug screen, criminal background check, and driver's record check.

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