

The East Rio Hondo Water Supply Corporation
is seeking 1 qualified individual for the following full-time position:

Meter Reader

Pay Type: Hourly
Dept: Business

Job Summary:

This position is responsible for the daily application of established ERHWSC policies and practices regarding the reading of water meters and the accurate reporting of water use. Inspect machinery and mechanical equipment in operation and detect flaws and defects.

Essential Functions:

- Perform meter reading duties according to established work and services schedule.
- Utilization and operation of an electronic tablet is required to manage ERHWSC's metering software which includes but is not limited to mechanical and smart meters utilizing automatic meter reading (AMR) and advanced metering infrastructure (AMI).
- Locate meters in field utilizing a handheld Global Positioning System (GPS) data collector for ERHWSC's Geographic Information System Mapping (GISM).
- If necessary, re-read meters to address customer complaints regarding inaccurate readings, and extract AMR/AMI data from individual meters as necessary.
- Stand-by responsibilities in order to effectively respond to water and wastewater emergency service needs.
- Install new meters or repair existing metered connections (both mechanical and digital) when required as per established ERHWSC policies and procedures.
- Maintain and/or replace meter boxes in order for meter boxes to be in a neat and presentable condition.
- Provide maintenance to assigned vehicle as required by owner's manual. Keep vehicle in a neat, clean, and presentable condition.
- Interact with customers in a friendly and courteous manner regarding their service needs and questions. (Bi-lingual language skills preferred)
- Must adhere to all safety policies and procedures, good housekeeping and other assigned duties.
- Must be able to understand and follow oral and written instructions.
- Other job duties may be assigned.

Minimum Qualifications:

High School Diploma, GED or vocational school, preferably including some course work in mathematics; or any equivalent combination of education & experience. Computer skills: Some knowledge of Microsoft Office programs is a plus. A valid Driver's License is required & must be insurable by Corporation's insurance underwriter. Bi-lingual language skills preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to climb up and down stairs while carrying loads of up to 50 lbs. Ability to open and close valves of various sizes manually by turning difficult-to-operate valve wheels. Ability to work under extreme weather conditions including wet weather and hot and cold ambient temperatures. Must be able to withstand prolonged periods of standing and walking while checking equipment and taking required readings. Tasks involve bending, lifting, standing, walking, carrying or using a force equal to lifting 50 to 100 lbs. Meter Readers must arrive for each assigned shift clean shaven in order to be able to safely and properly utilize an SCBA/CBA (Self Contained Breathing Apparatus / Contained Breathing Apparatus). Beards will not be permitted as they interfere with use of an SCBA/CBA.

Benefits:

Benefits include: **health insurance, sick leave, paid vacation & holidays, 401(k) retirement plan, and life insurance.**

Interested persons for this position should complete an ERHWSC Employment Application. Please call Administrative Services Manager, Amanda M. Sanchez at (956) 247-7817 for more information and/or to receive an application. You may also download application from our web page at www.erhwc.com.

APPLY TO:
ERHWSC Business Office
206 Industrial Pkwy.
Rio Hondo, TX 78583
(956) 748-3633 Fax (956) 748-0408

"This institution is an equal opportunity provider and employer"

EAST RIO HONDO WATER SUPPLY CORPORATION

JOB TITLE: METER READER
DEPARTMENT: BUSINESS DEPARTMENT
REPORTS TO: BILLING CLERK
FLSA STATUS: NON-EXEMPT
DATE REVISED: 04/15/2024

SUMMARY:

This position(s) is responsible for the daily application of established ERHWSC policies and practices regarding the reading of water meters and the accurate reporting of water use.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (include the following)

Perform meter reading duties according to established work and services schedule.

Utilization and operation of an electronic tablet is required to manage ERHWSC's metering software which includes but is not limited to mechanical and smart meters utilizing automatic meter reading (AMR) and advanced metering infrastructure (AMI).

Locate meters in field utilizing a handheld Global Positioning System (GPS) data collector for ERHWSC's Geographic Information System Mapping (GISM).

If necessary, re-read meters to address customer complaints regarding inaccurate readings, and extract AMR/AMI data from individual meters as necessary.

Stand-by responsibilities in order to effectively respond to water and wastewater emergency service needs.

Install new meters or repair existing metered connections (both mechanical and digital) when required as per established ERHWSC policies and procedures.

Maintain and/or replace meter boxes in order for meter boxes to be in a neat and presentable condition.

Provide maintenance to assigned vehicle as required by owner's manual. Keep vehicle in a neat, clean, and presentable condition.

Interact with customers in a friendly and courteous manner regarding their service needs and questions. (Bi-lingual language skills preferred)

Must adhere to all safety policies and procedures, good housekeeping and other assigned duties.

Must be able to understand and follow oral and written instructions.

Other job duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

EDUCATION AND/OR EXPERIENCE:

High School Diploma, GED or vocational school, preferably including some course work in mathematics; or any equivalent combination of education and experience.

COMPUTER SKILLS:

Some knowledge of Microsoft Office programs is a plus.

OTHER QUALIFICATIONS:

Some knowledge of the functions and servicing requirement of mechanical equipment and machinery. May be required to learn the processes involved in the purification of water, including some chemical tests. Ability to inspect machinery and mechanical equipment in operation and to detect flaws and defects. Ability to read meters and charts accurately and to maintain records of afterhours operations. Continuous work on improving own knowledge and skills is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Driver's License is required and must be insurable by Corporation's insurance underwriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to climb up and down stairs while carrying loads of up to 50 lbs. Ability to open and close valves of various sizes manually by turning difficult-to-operate valves. Ability to work under extreme weather conditions including wet weather and hot and cold ambient temperatures. Must be able to withstand prolonged periods of walking while checking equipment and taking required readings. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 50 to 100 lbs. Meter Readers must arrive for each assigned shift clean shaven in order to be able to safely and properly utilize an SCBA/CBA (Self Contained Breathing Apparatus / Contained Breathing Apparatus). Beards will not be permitted as they interfere with use of an SCBA/CBA.

SPECIAL REQUIREMENTS:

ERHWSC requires that all employees possess or have the aptitude, desire and ability to be professional, courteous and competent in all their interactions with the public, customers and fellow employees.