

MARSHALL MUNICIPAL UTILITIES

UNDERGROUND FACILITIES DEPARTMENT

JOB DESCRIPTION

Written 06/2026

TITLE: Meter Reader

CLASSIFICATION: Nonexempt

PAY RANGE: 5

JOB LOCATION: Normally 75 East Morgan, Marshall, MO

NORMAL WORK SCHEDULE: Normally 7:00 a.m. to 4:00 p.m., Monday-Friday.

BASIC DESCRIPTION OF WORK: Walk and drive residential, commercial and industrial meter routes monthly, and record water and some electric meter readings in hand-held computer devices. Perform water meter maintenance.

This job requires the following education and/or experience:

High School graduate or equivalent.

This job requires the following,

- (1) at the time of hire:
 - a. Valid Missouri Driver's License
- (2) obtained on the job:
 - b. A thorough knowledge of street locations in Marshall and surrounding areas.

PRIMARY DUTIES OF JOB: Pick up meter route assignments at the business office, follow routes going into buildings, yards, alleys, substations and streets reading water and some electric meters in an accurate and expeditious manner, while accessing individual properties in a manner assuring safety to the customer and oneself. Remains observant to usage inconsistencies, dangerous or tampered situations or potential problems and relay such to appropriate personnel. Performs water meter maintenance as required. Will be required to pick up handwritten requests for rereads, obtain new readings and hand write on reread sheets.

SECONDARY DUTIES OF JOB: Assist other work crews when needed or available. May assume other duties as assigned.

To do this job you must be able to:

- Read, write and understand material written in English
- Apply basic math skills such as averages, greater than, less than
- Communicate effectively, in English, verbally in person and by telephone/radio, and through written material including correspondence, policy statements and agreements
- Accurately read dial, digital and odometer-style water and electric meters in a timely manner
- Input readings into electronic device
- Write numerals legibly
- Operate a vehicle with frequent in and out
- Operate various hand tools such as pipe wrench, hammer, screwdriver, etc.
- Physically access meter devices for reading purposes
- Install accurately various metering devices and other equipment and troubleshoot same
- Troubleshoot problems involving metering, and other related appurtenances
- Wear standard safety equipment including hard hat and eye and ear protection
- Visually obtain accurate data from various written material
- Complete necessary reports
- Perform duties in areas where animals may be present
- Keep calm and think clearly in dealing with an upset customer or in an emergency situation
- Work safely alone and with others in a compatible manner

PHYSICAL DEMANDS:

- 1) Lift moderate weights (30-50 lbs.)
- 2) Climb in and out of deep ditches, pits, vaults, etc.
- 3) Walk, climb and descend ladders and stairs
- 4) Walk several miles daily with frequent kneeling to read meters
- 5) Squat, kneel, bend, and reach overhead
- 6) May be required to work in confined spaces

ENVIRONMENTAL CONDITIONS: Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the direct supervision of the Underground Facilities Director or others as assigned.

SUPERVISION GIVEN: May assist in or be responsible for the training of personnel as assigned by the Underground Facilities Director.