

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 16
Fiscal Year: 2020/2021
Posted Date: 04/12/2021
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

| Item # | Job Code | Title |
|--------|----------|--------------|
| 1 | 1466 | Meter Reader |

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, SFERS
Theresa Kao, Controller/ Budget Division
E-File

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Meter Reader
Job Code: 1466

DEFINITION

Under general supervision, reads water meters in an assigned district route(s) and records consumption in field book; makes inspections and reports of unusual conditions found in the field including exceptional water usage, theft of water and illegal hook-ups, defective or broken water meter, meter transmission units and other water related equipment, or and reports hazardous water department installations and facilities conditions in the adjacent areas; and perform related duties as required.

Requires responsibility for: following established meter reading methods and procedures and for explaining existing rules and regulations to consumers and others; making regular contacts with the general public, consumers and property owners or their representatives for obtaining or furnishing routine information; keeping routine meter reading records and inspectional reports. Nature of duties requires sustained physical effort involving considerable walking, bending and stooping on repetitive operations involving manual dexterity and occasional exposure to minor accident hazards and disagreeable elements.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Reads and records amount of water consumption at consumer premises in an assigned route and records consumption district and computes consumption since pervious reading; notifies consumers of unusual high consumption; when unable to make personal contact, leaves high usage notice at the premise memorandum report; advises billing department of situations when returning completed field book; interprets water department rules and regulations to consumers or others, as required.
2. Observes unusual conditions found while in the field, including abnormally high or continuous exceptional water usage, theft of water, reversed meters, illegal turn-ons, no-go meters, broken meter box covers, broken meter dials, broken glass covers, broken meter transmission units, need for uncovering and raising or lowering of meter box, broken curbs and sidewalks adjacent to meter boxes, leaks in mains and services and in meter couplings; prepares and submits standard report of conditions found.
3. Explains rules and regulations to consumers and others; makes regular contacts with the general public, consumers and property owners or their representatives, obtains or furnishes routine information; keeps routine meter reading records and inspectional reports.

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- ~~3.4. May, in a limited capacity, perform duties of a water serviceman; i~~ interviews consumers; inspects premises to determine reasons for large or small water consumption; tests meters to determine if properly functioning; makes related report of findings and conclusions.
- ~~4.5. Assists in i~~nstruction and training new meter readers in field duties and related inspectional work and in field testing methods and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: water connections **and distribution systems**, meters and services; street names and locations in the city; water department rules and regulations and locations in the city; water department rules and regulations; **effective communications**.

Ability or Skill to: perform simple arithmetic calculations; meet and deal courteously with many individual consumers, tenants and ~~property~~ **general public**.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

~~Requires completion of high school, supplemented by o~~ne year of experience within the last three years in work involving clerical and/or inspectional **meter reading** duties; or an equivalent combination of training and experience.

License and Certification:

Possession of a valid California driver's license.

Substitution:

SUPPLEMENTAL INFORMATION

Nature of duties requires driving a city vehicle, sustained physical effort involving lifting vault covers that can weigh up to 90 pounds, considerable walking, bending and stooping on repetitive operations involving manual dexterity and occasional exposure to minor accident hazards and disagreeable elements including inclement weather.

PROMOTIVE LINES

ORIGINATION DATE: 01/12/1961

AMENDED DATE: **04/xx/21**

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REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN