

City of Americus, GA

Title: Meter Reader/ Courier

Class Code: 4303



JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to conduct semi-skilled work in the operations of meters within the Utilities Department.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Drives an assigned service truck and travels on a scheduled route throughout the City; reads water and gas meters; checks to see the meters are working correctly; records meter readings; and enter into a portable, automated database; follows department procedures and policies; completes, maintains, and files trip logs, work orders, and other required documentation; and adheres to all safety practices.
- Provides mail delivery and courier services for City offices: picks up and/or delivers mail, packages, and other items between the department and the post office, city offices, or other locations; delivers mail to various city departments and locations; conducts various errands as needed, which may include transporting banking transactions, purchasing supplies, etc.
- Provides custodial and janitorial support to maintain the cleanliness of assigned facilities and grounds: sweeps, mops, scrubs, strips, waxes, and buffs floors; dusts common areas; vacuums carpet in common areas; empties trash; maintains grounds and walkways adjacent to buildings; cleans restrooms and restocks supplies; and checks lights and replaces bulbs as needed.
- Assists with the setup, take down, and cleaning to various meetings rooms and facilities: arranges furniture and equipment according to the desired configuration; cleans facilities and stocks supplies; and opens and closes facilities.
- Performs routine service/maintenance on vehicles and equipment, such as pumping fuel into vehicles, checking/replacing fluid levels, etc.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; No prior experience is required; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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Physical Demands:

Performs medium work that involves walking, standing, stooping, stretching, or lifting all of the time and exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to traffic; moving machinery; wet and/or humid conditions.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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