



## JOB DESCRIPTION

### Well Reader

**DEPARTMENT:** Operations  
**SALARY GRADE:** 15

**DATE:** Jan 2016

**SUMMARY:** Under basic supervision, reads well meters; inspects and maintains the well sites of the Benbrook Water Authority (BWA).

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific duties.*

- Reads water well meters and records readings; reports damaged and inoperative meters and damage to facilities; cleans and maintains well houses and water plant facilities; maintains, adjusts and replaces chlorine system components; notifies supervisors of problems beyond the scope of authority.
- Supports the relationship between Benbrook Water Authority and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and BWA staff; maintains confidentiality of work-related issues and BWA information; performs other duties as required or assigned.

#### **KNOWLEDGE AND SKILLS:**

##### **Knowledge:**

- BWA policies and procedures.
- Methods and procedures used read water well meters.
- City geography, traffic patterns, streets, landmarks, and building locations

##### **Skill in:**

- Working independently to complete work projects according to work schedule.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Communicating effectively verbally and in writing.

#### **MINIMUM QUALIFICATIONS:**

High School diploma or GED equivalent.

#### **LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in BWA facilities and service locations throughout the City; may be exposed to safety hazards and dangerous tools and equipment; ability to lift and carry 80 pounds unassisted; ability to climb, stoop, kneel and crouch.