



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.
- This is a full-time position of a minimum 40 hour week. Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary.

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.