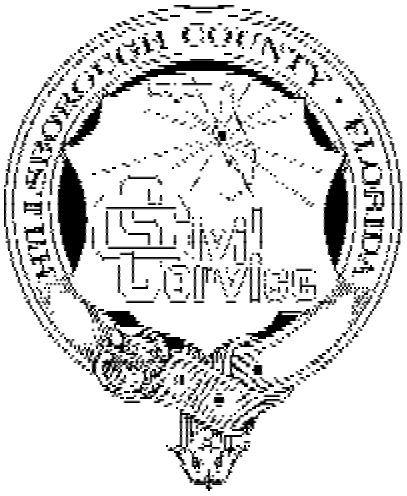


Information Handout for
Hillsborough County Civil Service Board
Meter Reader & Sr Meter Reader
Examination

This handout has been developed to prepare applicants for the Hillsborough County Civil Service Board Meter Reader examination. The following pages contain general test preparation information as well as a brief description of the types of questions you can expect to find on the test. Answers to sample questions are provided in this handout.

Hillsborough County Civil Service Board
Test Preparation Information
!!Please Read Before Testing!!

Notice: Taking and passing a drug test and a job-related physical examination may be required as conditions of initial employment and continued employment!

Notice: If you believe that you are a covered individual under the federal Americans with Disabilities Act (ADA) and would like to request accommodation in the application or testing process, please make your request in person, in writing, or by telephone to any member of our staff at (813) 272-5621.

Testing Location, Hours, and Telephone Number: Tests are administered at the Civil Service Office located at 601 E. Kennedy Blvd., on the 17th floor. Tests are administered during the following hours:

Written:	Mon, Tue, Thu, Fri: 7:30 a.m. to 2:00 p.m. Wed: 7:30 a.m. to 9:30 a.m.
Typing/Data Entry:	Mon, Tue, Thu, Fri: 7:30 a.m. to 3:00 p.m. Wed: 7:30 a.m. to 9:30 a.m.

Tests for all current job openings may be started at any time during open testing hours. Once started, testing may continue beyond open testing hours. No testing appointment is necessary. The telephone number for application and testing information is 272-5621.

YOU MUST BRING PHOTO IDENTIFICATION at the time you wish to be tested.

You should plan at least 3 hours for each examination. Ask our staff for the exact time allowed for your test(s).

PARKING: You may park at any of the metered spaces on the street or at any of the daily pay lots located throughout the downtown area, or the public parking garage adjacent to our building (entrance on Jackson Street).

YOU MAY NOT LEAVE TO PUT MONEY IN PARKING METERS. Once you begin an examination, if you leave for any reason, your examination is VOID and you may not retest for a minimum of two months.

Section 1: Basic Math

One billing factor in water usage is determined by subtracting the old water meter reading from the new reading. To answer questions like these on the actual exam you are to subtract the lower meter reading from the higher reading.

Review the following examples to help you understand how to answer the math questions of the test.

EXAMPLE 1. 21790 less 19329 is:

1. 2641
2. 2461
3. 2614
4. 1246

EXAMPLE 2. 91672 less 47855 is:

1. 43817
2. 47813
3. 34718
4. 53718

ANSWER TO EXAMPLE 1. The correct answer is “2”.

ANSWER TO EXAMPLE 2. The correct answer is “1”.

When a water meter passes "99999", it automatically "turns over" to "00000". Therefore, the meter will show a smaller number than the previous reading because the digit in the hundred-thousand place is not shown.

There will be some questions on the exam that ask you to subtract the higher number from the lower number as if there were an additional "1" in the hundred-thousand place. Look at the example below to understand how to answer these type of questions:

EXAMPLE 3: 12345 less 56789 is:

ANSWER TO EXAMPLE 3. The correct answer is 55556, because 12345 is really **1**12345 as the instructions say to place a "1" in the hundred-thousand place (or in front of the first number given). Thus, 112345 less 56789 is 55556.

Water meter readers are often asked to determine the total water consumption by multiplying an assigned number by the meter reading. Some questions on the test will look like the following two examples:

EXAMPLE 3: 150 cubic feet times 40 is:

1. 8000 cubic feet
2. 9000 cubic feet
3. 6000 cubic feet
4. 9500 cubic feet

EXAMPLE 4: 3765 cubic feet times 60 is:

1. 292650 cubic feet
2. 292560 cubic feet
3. 22590 cubic feet
4. 225900 cubic feet

ANSWER TO EXAMPLE 3.

The correct answer to example question #3 is 6000 cubic feet, or choice number 3. Simply multiply 150 by 40 and you should come up with the correct answer of 6000.

ANSWER TO EXAMPLE 3.

Multiply 3765 by 60 and you should come up with the correct answer of 225900, or choice number 4.

Section 2: Following A Street Map and Reading Water Meters

The next section on the exam measures your speed and accuracy in following a street map and reading water meters.

To answer the questions on this information handout you must refer to "Street Map," and "Water Consumption Data Sheet" found on page 5 of this handout.

Each question has two parts. The first part of the question provides specific information you must follow to move from one point on the street map to another. By following the directions in the first part of the question you should arrive at a location on the map close to a letter of the alphabet. The second part of each question asks you to find the water meter reading for a specific month using the "Water Consumption Data Sheet."

The following two examples will help explain how to answer the questions on this test. Refer to the Street Map and the Water Consumption Data Sheet to answer the following two examples. All of the test questions are very similar to these examples.

Example 1: Starting at point **J**,

Travel east to the second intersection
Turn south
Travel one block
Turn east
Stop at the first letter you come to

What is the Jan meter reading?

1. 34977
2. 14033
3. 34115
4. 15029
5. 36809

Answer: The correct answer is 3.

Explanation: Starting at point J on the Street Map you should travel East (from left to right) until you reach the second intersection. You should turn South (right) and move down the page one block until you reach Winter Street. Turning East, you eventually arrive at point S. Looking at the Water Consumption Data Sheet, you should locate the Jan meter reading for water meter S (34115). Therefore, the correct answer is 3.

Example 2: Starting at point **C**,

Travel east to the second intersection
Turn south
Stop at the first letter you come to

What is the Mar meter reading?

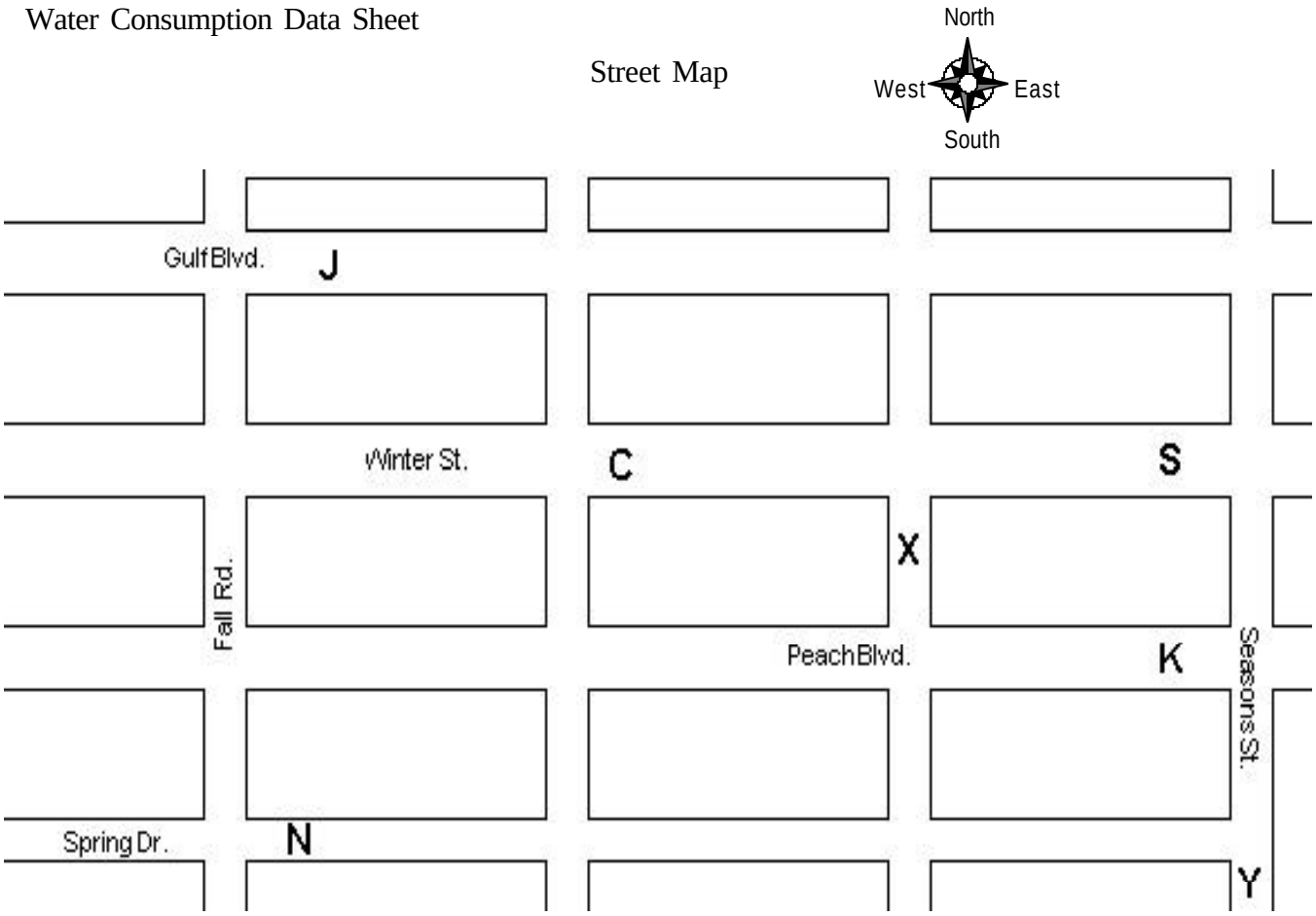
1. 01126
2. 01532
3. 02116
4. 14033
5. 10126

Answer: The correct answer is 1.

Explanation: Starting at point C on the Street Map you should travel east to the next intersection. At Seasons Street you should turn South and move down the page until you reach the first letter you come to (Y). Looking at the Water Consumption Data Sheet, you should locate the **Mar** meter reading for water meter Y (01126). Therefore, the correct answer is 1.

Water Consumption Data Sheet

Street Map



Water Consumption Data Sheet

Water Meter **S**

Jan	Feb	Mar	Apr
34115	34977	35835	35809

Water Meter **T**

Jan	Feb	Mar	Apr
00202	00232	00357	00456

Water Meter **U**

Jan	Feb	Mar	Apr
93535	94144	95002	97889

Water Meter **V**

Jan	Feb	Mar	Apr
04005	05577	05299	07833

Water Meter **W**

Jan	Feb	Mar	Apr
00701	00726	00775	00950

Water Meter **X**

Jan	Feb	Mar	Apr
14033	15029	16332	17932

Water Meter **Y**

Jan	Feb	Mar	Apr
00805	00903	01126	01532

Water Meter **Z**

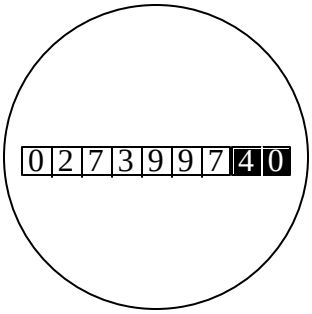
Jan	Feb	Mar	Apr
66114	67823	68859	69002

Section 3: Rounding Numbers

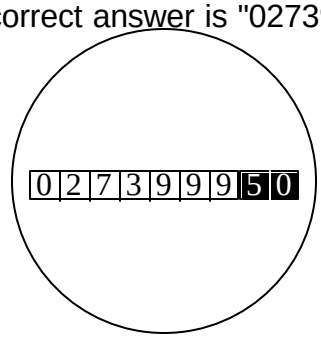
The final section of the exam deals with rounding numbers and following directions (or rules for rounding). The water meters in this section are read left to right across the face of the meter. Some meters contain 4 *readable* digits and some contain 7. The last two digits in **black** on all meters are **NOT** read, but should be used to round the water meter reading in white. **The rules for rounding are as follows:**

(1) If the number in black is equal to or greater than 50, then you should round the reading in white **UP** by adding one plus the number.
(2) If the number in black is less than 50, then you would simply drop the number in black and take the number in white "as is".

The following two examples will help you understand how to read a water meter:
Example 1:



In this example, because the number in black is less than 50, you would take the number in white "as is". Therefore, the correct answer is "0273997".
Example 2:



In this example, because the number in black is equal to or greater than 50, you add 1+ 0273999. Therefore, the reading for this meter is "0274000".