

METER TECHNICIAN

General Statement of Duties

Performs responsible technical work including; repair, replacement and installation of meters and appurtenances and meter reading.

Distinguishing Features of the Class

An employee in this class engages in a variety of work associated with providing water metered services to citizens. Work includes the maintenance and repair of water meters. Duties also include inspecting work related to any project and upgrades of water meters. Work includes monthly reading and billing of all water meters within the system. The employee is subject to working in inside and outside environments including extreme hot and cold weather and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee may be required to inspect water meters, utility holes or other small enclosed spaces. Work is also subject to the final OSHA standards on blood borne pathogens and involves emergency call-back service. Work is performed under regular supervision of the Public Works Director and is reviewed for conformance to established specifications and standards, and productivity of the unit.

Duties and Responsibilities

Essential Duties and Tasks

Responsible for the installation, maintenance and repair of water meters, participates in field work; repairs broken meters; flushes and cleans water lines.

Ensures all meters are read during the billing cycle and is responsible for meter reading equipment and software.

Responds to citizen requests, concerns, and issues; performs field review to determine availability of water; meets with citizens to resolve problems; locates and marks lines for contractors and other utilities.

Keeps records; prepares reports; prepares material and supply requisitions; maintains adequate inventory and appropriate records.

Trains new and existing employees.

Prepares necessary state and federal reports to maintain state approval for meter system operation and maintenance.

Coordinates the work of meter reading and service connections and disconnections. Inspects newly constructed water meters for adherence to specifications and plans.

Purchases materials and supplies.

Reads maps and plans to ensure adherence to established plans.

Installs, services and tests water meters and meter yokes.

Keeps customers informed when water service is turned off for repairs.

Additional Job Duties

Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of construction, repairs, and/or maintenance of water meters, and related structures.

Considerable knowledge of the use of related reading equipment and materials.

Knowledge of related occupational hazards and safety precautions, including shoring, confined space entry, work zone signing, etc.

Working knowledge of related engineering specifications, AWWA requirements, and related environmental laws.

Some knowledge of personnel, budgeting and purchasing procedures.

Working knowledge of the organization's water customer policies.

Ability to read plans maps, and drawings.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate plans and reports.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions,

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, to operate a computer terminal, and to read and prepare reports including the analysis of data and figures.

Desirable Education and Experience

Graduation from high school and considerable experience in water meters or sewer meters, system maintenance or construction, or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of, or able to obtain, AWWA meter technician certification within 2 years

Salary – Hiring Rate \$27074.00 (negotiable with experience)