

WATER METER READER & REPAIR PERSON

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position has responsibility for reading residential and commercial water meters, accurately recording readings of water consumption, and installing and repairing meters. During the times that meters are not being read an employee in this class may perform a variety of labor and water maintenance duties. The work is performed under the general supervision of a higher level employee according to prescribed procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reads and records readings of residential and commercial water meters, either manually or electronically using a hand held reading device;

Removes and repairs or replaces obsolete or damaged meters;

Installs repaired or new meters and/or remote readers;

Maintains accurate daily records of work, tests and repairs performed;

Investigates complaints of high meter readings, checks for water leaks and other service difficulties and reports them to appropriate personnel;

Removes and reports defective meters or changes in service;

Inspects for meter by-passes, unmetered connections, stalled meters or leaking meters;

Turns off water service on delinquent accounts, as authorized;

Turns water service on and off as requested by customer;

Interprets and reads maps, drawings and sketches to locate services;

Submits records of water consumption to clerical staff for billing;

Maintains inventory of meters and their components;

Maintains the backflow prevention device program;

May perform labor duties associated with the well sites and pump house;

May operate dump truck, back hoe and/or sewer truck;

May operate water system valves and hydrants as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the construction, operation and maintenance of water meters;

Ability to maintain accurate records and prepare reports;

Ability to perform simple arithmetic calculations;
Ability to use computers and other electronic devices associated
with the reading and repairing of water meters;
Ability to communicate effectively both orally and in writing;
Courtesy and tact when dealing with the public;
Mechanical aptitude;
Good motor coordination;
Dependability.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and one year experience in water meter reading and repair.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level motor vehicle operator's license.

NOTE: Employees in this position may be required to work/be on call evenings and weekends.

SPECIAL REQUIREMENT WHEN EMPLOYED BY THE VILLAGE OF JOHNSON CITY: Possession of a water distribution system "D" operator certification at time of appointment.

R955 11/13/14

COMPETITIVE