

# Water Meter Technician

DEPT: Water Systems  
DIV:  
DATE: July 2016

FLSA: Non-Exempt  
EEOC: Technician



## POSITION SUMMARY

Performs a variety of "restricted", apprentice level, **complex technical duties** related to coordinating and affecting the culinary water metering system instrument and equipment installation, maintenance, repair and proper reporting of water usage of all customers.

## SUPERVISION RECEIVED

Works under the close to general supervision of the Senior Water Systems Meter Technician.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

Responds to public on various complaints related to culinary water metering (high bills), service irregularities, application and enforcement of various rate schedules or different classes of customers; advises and recommends to developers or contractors as to location and finished grade of culinary water boxes, setter, and pressurized irrigation box before culinary water meter is installed. Performs final inspection.

Maintains inventory of instruments, meters, any related equipment, materials and supplies. Responsible for care, condition, and use of materials, equipment, and tools related to the culinary water system.

Performs related duties as required.

Installs culinary water meters and MXU units for commercial, industrial and residential use. Establishes and

Performs a variety of maintenance testing and repair on culinary water instruments, including pressure and volume test meters, leak detection equipment, MXU installation and repair devices used in the culinary water utility programs for testing equipment; tests and maintains equipment; determines cause of meter malfunction. Tests large meters on site, smaller meters in the shop.

Obtains work order; finds proper addresses; conducts pressure and volume metering test in response to customer complaints. Performs field meter installations and repairs; locates and corrects cause of disruption of service to supply and distribution lines; terminates water service due to un-paid accounts. Installs fixtures, master shut-off valve; installs and maintains meters and related connections.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from high school;

AND

B. Four (4) years' experience in drainage, irrigation, water or waste water operations.

OR

C. An equivalent combination of education and experience.

### 2. Required Knowledge, Skills, and Abilities:

**Some Knowledge of** tools, instruments, equipment used in the operation, maintenance, and construction of the water meter system; principles of maintenance and construction of water meter related projects; OSHA safety standards and EPA water standards and other regulations,

Knowledge of setting up safe work zones in accordance with OSHA and state standards; water system facilities equipment and operations; construction requirements for water distribution and pumping systems; hazards and precautions associated with trench work and waterline construction; state or federal regulations governing installation and maintenance of water systems; water quality laws; water sampling methods and regulations;

interpersonal communication skills; water distribution system network, lines and locations; basic hand and power tools required to install and maintain pipe line; traffic control and diversion; typical water line problems; tools and equipment required to lay and repair water lines; care of required tools and equipment; policies and procedures; laws, ordinances and regulations governing culinary water purification and distribution; use of respirators; OSHA safety standards; basic bacteriology; general laboratory processes and procedures, chemistry and microbiology.

**Some Skill in** the operation SCADA equipment and alarms; the operation of heavy mechanized equipment as required by the position, i.e., computer, GIS tools, backhoe, skidsteer, air compressor, tap machine, grinders, welders, saws, jack hammer, chipping hammer, valve machine, jumping jack, Pogo Stick, vibra plate, paint sprayer, crane, vactor, dump truck, pumps, chain saw, plasma cutter, torches, etc.

**Ability to** adapt to emergency or unusual situations; tolerate weather extremes in the work place; analyze water system(s), communicate effectively verbally and in writing; perform strenuous manual labor; develop working relationships with supervisors, co-workers and the public. Ability to lift 75 lbs.

3. Special Qualifications:

Must possess a valid Utah CDL within twelve (12) months of hiring. Must obtain certification as a Level 1 Water Distribution Operator within twelve (12) months of hiring. Must be "confined space" certified within twelve (12) months of hiring.

4. Working Conditions:

Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, high voltage equipment, trench work, vaults. Outdoor work in all types of weather. On call status on a rotating basis. Seasonal shift work (including weekends and holidays) may be required. Hepatitis A & B immunization is required.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)