



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Meter Repair Technician
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GENERAL PURPOSE

Under general supervision, performs a wide variety of skilled, journey-level duties in the installation, maintenance, repair, and servicing of residential, commercial, and industrial water meters; operates Automated Metering Infrastructure (AMI) software for billing and reports, and assists in system administration tasks; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the fully qualified journey-level classification responsible for performing a variety of skilled duties in support of the District's meter services maintenance and repair program. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Meter Services Supervisor. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Performs a variety of skilled, journey-level duties involved in the inspection, diagnosis, troubleshooting, calibration, maintenance, repair, servicing, and installation of the full range of water meters used in the District.
- Assists in the AMI system, duties include: building, programming, installing, exciting, inspecting, diagnosing, replacing, and routing AMI meters.

- Operates software related to AMI; generates AMI log summaries; submits AMI information to billing system; maintains AMI inventory.
- Plans and lays out work from instructions and/or work orders, using blueprints, sketches, and drawings; requisitions necessary tools, equipment, and supplies.
- Responds to reports of complex leaks at meters, struck or broken meters, and low/high pressure complaints; performs flow tests and pressure checks.
- Makes field inspections and meter repairs, including replacing broken glass lenses, cleaning dials, replacing or reworking registers, repairing valves, and replacing meter box lids.
- Locates buried or covered meters; raises and lowers meter box heights; cleans and resets meter boxes; tests, disassembles and cleans water meters.
- Sets and repairs fire hydrant meters.
- Repairs or replaces worn and defective parts and reassembles meters in the shop and in the field.
- Performs skilled repairs on large, turbine and inline meters.
- Installs and programs electronic flow and testing equipment.
- Operates a variety of hand and power tools and equipment in adjusting, repairing, and maintaining small and large water meters, including acetylene/oxygen torches, power wrenches, and air compressors.
- Schedules and coordinates activities with other sections and divisions; ensures the timely and accurate completion of preventive maintenance activities.
- Performs duties in confined spaces, utilizing departmental safety policies and procedures.
- Responds to emergency situations as necessary.
- Maintains records of repairs.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Practices, methods, techniques, tools, and equipment used in the installation, testing, calibration, maintenance, and repair of small, medium, and large water meters.
- Operational characteristics of a diverse range of meter types and associated electronic components.

- District meter reading (automated and manual) and billing operations and systems.
- Operational characteristics and use of a variety of valves.
- Wells, pumps, motors, and storage tanks used in the distribution system.
- Customer plumbing specifications such as hose bibs, pressure regulators, sprinkler valves and timers, drainage and sewage clean outs, and related devices.
- Fire systems.
- Geographic location of District services and meter devices.
- Machine shop procedures and practices.
- Shop mathematics.
- Use and operation of oxyacetylene and electric arc welding equipment and materials.
- Codes, ordinances, and regulations pertaining to the work.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Diagnose and repair a wide variety of small, medium and large water meters.
- Use precision and diagnostic instruments to test and calibrate water meters.
- Troubleshoot leak repairs.
- Identify and responsibly report water conservation, water theft, illegal connections, cross connections, and cross contamination situations.
- Read and interpret plans, specifications, and manuals.
- Follow and apply written and oral work instructions.
- Coordinate work assignments with other sections, divisions, or departments.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Eastern Municipal Water District
Job Title: Meter Repair Technician
Last Update: March 2020

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Two (2) years of progressively responsible experience in the installation, inspection, maintenance, and repair of residential, industrial, and commercial water meters.

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in plumbing and computer programs and software.

Licenses/Certifications:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to inspect and operate equipment; color vision to identify colored wires. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, vermin, insects, and parasites, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Meter Repair Technician. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____