



City of Woodland

METER SERVICES TECHNICIAN

DEFINITION

To perform skilled and complex, journey level tasks associated with the installation, replacement, failure analysis, calibration, maintenance and repair of water meters and related mechanisms. Perform a variety of on-site adjustments and repairs to ensure accurate and dependable recording of water consumption.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Utilities Maintenance Supervisor. Responsibilities may include providing functional and technical supervision and training.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Bench test, calibrate and repair water meters, registers and transceivers to ensure their accurate and reliable operation. Field repair/replace existing meters and appurtenances utilizing the appropriate methods and tools required when necessitated by, but not limited to, leaks, complaints, erroneous readings, new construction or meter failure. Install new meters. Maintain and ensure the accuracy of databases. Develop reports and analyze meter data to ensure efficient operation. Coordinate/interface with other departments. Respond to customer service requests. Interact with the public in a courteous and professional manner. Manually read meters when required. Regular and consistent attendance. Work weekends and holidays as assigned.

OTHER JOB FUNCTIONS

Provide information to the public, other city departments, and vendors pertaining to area of assignment. Perform duties in the general maintenance and repair of water distribution and sewage collection facilities. Install, test and backfill water and sewer service laterals. Install, remove, and repair hydrants, and valves. Repair and maintain storm drains, pipes and catch basins. Prepare field design as-builts when required to convey information to engineering for drawing documentation. Meet stand-by program requirements and serve in a stand-by status after regular working hours and respond to emergency call-outs. Requisition of materials and supplies for assigned facilities and projects. Comply with policy and procedures in the Department Injury and Illness Prevention Program. Utilize proper safety precautions and set a proper example for

others. Work cooperatively with others. Drive vehicles and equipment as required. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Practices, procedures, and techniques used in water meter installation, maintenance, and repair. Practices and methods of record keeping. Basic arithmetic, including addition, subtraction, multiplication, division, and percentages. City codes and specifications; AWWA standards regarding water meters, and CAL-OSHA safety requirements pertaining to work assignment. Computer and software skills necessary to enter data, analyze and generate operational reports. Principles and practices of cross-connection and backflow testing. Principles and practices of reviewing and evaluating other's work. Principles and practices of safety related to areas of assignment.

Skill to:

Install and maintain water meters. Diagnose and repair water meters. Perform highly skilled maintenance, construction and repair work in the area of work assigned. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner. Assist in the training and supervision of others in the safe operation of equipment; oversee and monitor the work of others. Understand and carry out both oral and written directions in an independent manner. Use and operate hand tools, power tools and mechanical equipment required for the work in a safe and efficient manner. Operate computer and use necessary software to maintain accurate data collection and analysis. Maintain written/electronic records and reports.

Ability to:

Perform a variety of duties in the installation, maintenance, and repair of water meters and related service lines. Inspect meters and service lines for leaks and malfunctions. Investigate public complaints and troubleshoot, diagnose, and resolve problems. Operate and maintain specialized hand and power tools and equipment. Plan, schedule, and oversee activities of a water meter maintenance and operation program. Read and comprehend schematics; fabricate appurtenances as necessary. Identify and implement effective course of action to complete assigned work. Estimate needed materials and labor and secure sufficient quantities. Work effectively without immediate supervision. Understand, carry out and issue clear oral and written instructions. Prepare and maintain a variety of accurate records and reports. Establish and maintain cooperative and effective relationships with those contacted in the course of work.

MINIMUM EDUCATION AND EXPERIENCE

Education:

High School Diploma or equivalent. Specialized coursework in water supply, distribution or treatment is highly desirable.

Experience:

Two years of responsible water meter maintenance or related experience.

License/Certifications:

Possession of a Grade II Water Distribution Operator certificate issued by the California Department of Health Services and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association prior to permanent appointment. Possession of a Grade III Water Distribution Operator certificate issued by the California Department of Health Services is highly desirable.

Possession of Competent Person, First Aid, CPR and forklift certifications, and a Work Zone Safety certificate from the International Municipal Signal Association prior to permanent appointment.

A California Class C driver's license is required at the time of hire. A California Class B driver's license is required prior to permanent appointment.

Council Action: December 6, 2011