

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Meter Shop Supervisor

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Distribution Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	25	
<p>CLASS SUMMARY: Incumbent is responsible for supervising and coordinating activities related to the Meter Shop, Meter Technicians and Padre Dam’s water control programs by planning, organizing, participating, and supervising meter reading and meter shop personnel, including completion of performance evaluations. Duties include: supervising staff; establishing standards; determining priorities; preparing monthly reports; scheduling routes; ensuring data is downloaded from handheld computers and translated back to the computer system; performing courtesy turn-ons and shut-offs; scheduling new meter installations and meter upgrades and setting new meters including fire hydrant meters; meeting and working with customers to troubleshoot and resolve problems and complaints including high and low pressure problems; answering emergency service calls; attending meetings; purchasing meters, meter parts and related electronic equipment and supplies; writing specifications for meter related equipment and contracted work; coordinating the meter maintenance program; coordinating the setting and repairing of pressure regulator assemblies; and preparing the annual shop budget; doing data entry including new meters, new meter sets and upgrades and generating work orders for meter sets and damages.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Meter Shop Supervisor is the second level of a two level meter series. The Meter Shop Supervisor is distinguished from the Meter Technicians in that the Supervisor has full supervisory authority.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Directly supervises the Meter Technicians, Recycled Water Technician and Water Quality Compliance Specialist by planning, organizing, selecting assignments, evaluating performance, creating schedules and ensuring training.
2.	Performs customer service duties by performing courtesy turn-ons and shut-offs, performing re-reads, checking and analyzing high and low pressure problems and resolving customer complaints.
3.	Maintains meter history information on the computer and updates when necessary.
4.	Coordinates setting of new meters and fire hydrant meters, including gathering relevant information.
5.	Rebuilds and tests water meters and pressure regulator assemblies by use of hydraulic meter test bench.
6.	Maintains and repairs fire hydrant meters and attached backflow assembly.
7.	Prepares monthly reports on meter department activities and occurrences.
8.	Purchases meters, related electronic equipment and all related materials and supplies used in maintaining and repairing water meters.
9.	Coordinates the meter maintenance program for domestic and wholesale metering systems which includes scheduling, allocating supplies and participating in meter repair work and the upgrading of existing meters.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
10.	Writes specifications for meter related equipment and contracted work.
11.	Coordinates the setting and repairing of pressure regulating assemblies.
12.	Prepares the budget for the meter shop and water control programs and tracks expenditures.
13.	Generates computerized reports to discover problems and then find solutions to the identified issues.
14.	Acts in a back-up capacity for Meter Technicians, performing their duties on an as-needed basis.
15.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- \$ Supervisory principles and practices;
- \$ Blue print and map reading;
- \$ Meter reading and entering data on a data logger.
- \$ Different types of meters and meter repair techniques;
- \$ General purchasing practices;
- \$ Basics of water distribution systems
- \$ Methods and practices of record keeping;
- \$ Appropriate safety practices and regulations.

Skills (position requirements at entry):

- \$ Monitoring and evaluating staff;
- \$ Scheduling work;
- \$ Setting priorities;
- \$ Resolving customer problems;
- \$ Reading meters;
- \$ Operating hand tools;
- \$ Using computers and related software applications;
- \$ Reading maps and blue prints;
- \$ Repairing meters;
- \$ Reading, understanding and writing vendor specifications;
- \$ Purchasing meters and related equipment;
- \$ Ability to operate and understand meter testing equipment;
- \$ Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and three years experience in meter reading and meter repair and installation and two years purchasing experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- \$ Valid California Driver's License
- \$ California Department of Health Services Grade D-1 certification required; D-2 within two test cycles after hire date; D-3 preferable.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, odors, dusts, fumes, poor ventilation, chemicals, infectious substances, inadequate lighting, workspace restrictions and travel.

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.

Classification History:

Date: 4/98; 1/02; 4/03; 1/05