

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Meter Technician

DEPARTMENT: Operations	ACCOUNTABLE TO: Meter Shop Supervisor	FLSA STATUS: Non-Exempt
SALARY RANGE:	14, 16, 18	
<p>CLASS SUMMARY: Incumbents are responsible for taking meter readings for billing purposes and for installing, upgrading, testing and maintaining various types (positive displacement, turbo, propeller) and sizes (5/8" x 3/4" up to and including 33") of meters. Duties may include: reading and recording water meter indications by using handheld computers; downloading and uploading information to and from handheld computers; notifying and shutting off customers for non-payment of bills; maintaining meters, boxes and lids for safety purposes; performing turn-ons and shut-offs; checking for leaks and dead meters; meeting with customers to troubleshoot and resolve low/high water pressure problems; answering customer questions; assisting customers with water and sewer audits; auditing accounts for RTS (Return to Sewer) for customer service; installing various sizes and types of new water meters and valves including fire hydrant meters; scheduling meter replacements and meter maintenance activities; the sequencing and data processing of new meter sets; rebuilding and testing various sizes and types of water meters and pressure regulator assemblies; preparing documentation for all work performed and data processing of work performed.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Meter Technician is the first level of a two level meter series. The Meter Technician is distinguished from the Meter Shop Supervisor in that the Supervisor has full supervisory authority. The higher range for the Meter Technician is reserved for those technicians who receive additional certification as described in the "Licensing Requirements."</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Performs customer service duties by notifying and performing courtesy turn-ons and shut-offs, checking for leaks or dead meters, meeting with customers to troubleshoot low/high pressure problems and, answer questions, assist customers with water and sewer service audits, reports water use violations and assists other departments.
2.	Schedules meter replacements according to an established schedule.
3.	Documents all work performed and takes inventory of supplies.
4.	Maintains meters, boxes, lids and landscape around meter boxes.
5.	Installs water meters and customer valves and fire hydrant meters by following blueprints and installation procedures.
6.	Reads water meters and record figures using handheld computers for billing purposes.
7.	Rebuilds and tests water meters and pressure regulator assemblies by use of hydraulic meter test bench.
8.	Maintains and repairs fire hydrant meters and attached backflow assembly.
9.	Downloads, uploads and backs up handheld computers to and from other computers.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
10.	Performs other duties of a similar nature or level.

<p>Knowledge (position requirements at entry):</p> <ul style="list-style-type: none"> • Basic mathematics; • Blueprints and map reading; • Water distribution system basics.
<p>Skills (position requirements at entry):</p> <ul style="list-style-type: none"> • Prioritizing work; • Operating power and hand tools; • Using computers; • 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.
<p>Training and Experience (position requirements at entry): High School diploma or General Equivalency Diploma (G.E.D.); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p>Licensing Requirements (position requirements at entry):</p> <ul style="list-style-type: none"> • Valid California Driver's License. <p>In order to obtain the higher level of pay, Technicians will have one or more of the following certifications:</p> <ul style="list-style-type: none"> • Water Distribution Operator Grade D-1 certificate from the State of California, Department of Health Services • Backflow Prevention Assembly Tester from AWWA • Cross-Connection Specialist from AWWA
<p>Physical Requirements: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.</p> <p>Incumbents may be subjected to moving mechanical parts, electrical currents, odors, dusts, travel, fumes poor ventilation, chemicals, infectious substances, inadequate lighting, work space restrictions, extreme weather conditions, harmful insects, reptiles and animals.</p> <p>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.</p>
<p>Classification History: Date: 4/98; 1/02; 1/05</p>