JOB DESCRIPTION

Coachella Valley Water District

TITLE: Meter & Valve Technician I

DEPARTMENT: Operations

REPORTING RELATIONSHIP:

Reports to: Crew Chief, Domestic Water

Supervises the following positions: Not Applicable

DEFINITION:
Under general supervision, services and repairs water meters, regulating valves, and appurtenances related to metering and regulating the flow of water and related work as required.

ESSENTIAL FUNCTIONS:

1. Assembles, disassembles, installs, maintains water meters, and regulating valves; cleans repairs or replaces all defective parts, and reassembles the appurtenance.

2. Replaces and repairs damaged metering and regulating devices, which includes meter boxes and/or lic's, shut-off valves to residential and commercial customers

3. Raises or lowers water meters, meter boxes, valves, and vaults to grade.

4. Determines the correct type of water meter, pilot controls, sizing, and piping configuration for the appropriate application.

5. Installs remote reading devices, and pilot valve controls on related appurtenances.

6. Installs construction meters, flow control regulating devices, and backflow assemblies on fire hydrants for construction purposes.

7. Tactfully and courteously meets with residential and commercial customers to discuss and resolve water flow related problems and complaints.

8. Fills out and maintains records and reports pertaining to O&M of related appurtenances.

MINIMUM QUALIFICATIONS:

License or Certificates: Possession of an appropriate California driver’s license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Possession of a Grade D1 Water Distribution Operators Certificate issued by the State of California Department of Health Services.

Date: December 2013

SECTION: Domestic Operations

SRN: 20

APPROVED
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Date: 12/13/13
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MINIMUM QUALIFICATIONS (Cont.):

Experience: Any combination of experience or training that would fulfill the minimum qualifications of the position would be qualifying. A typical way to acquire the required knowledge and abilities would be to have at least one year of experience as a Meter & Valve Regulating Technician Trainee.

Knowledge:
- Basic principles of water hydraulics.
- Practices and principles of plumbing.
- Safe operation of basic hand tools and equipment.
- Safe working practices and procedures.

Abilities:
- Recognize, analyze, and troubleshoot malfunctions with water meters, regulating valves and make appropriate repairs.
- Installs repair and maintain water meters and valves for accurate measurement and flow.
- Install remote reading devices including measurement device, pipe, and wire.
- Operate oxygen and acetylene welding torch correctly and safely.
- Operate cement cutting tools, drills and other mechanized tools with appropriate safety equipment.
- Plumb copper, PVC, stainless steel, and galvanize pipe and fittings.
- Maintain the vehicle in an organized, clean, and safe manner.
- Work cooperatively and safely with others.
- Deal tactfully and courteously with the general public using professional customer service skills.
- Read and comprehend directional maps and plat sheets.

PHYSICAL REQUIREMENTS:

1. Will work weekends, evenings, holidays, overtime, and standby when required.

2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors and in confined spaces.

3. Performs pick and shovel work when required.

4. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.

5. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.

APPROVED
Job Description
Date: 12/10/12
HR Dept: Vike