JOB DESCRIPTION

Coachella Valley Water District

**TITLE**: Meter and Valve Technician III

**DEPARTMENT**: Operations

**REPORTING RELATIONSHIP**: 

**Reports to**: Crew Chief, Domestic Water

**Supervises the following positions**: In a lead role, supervises Meter and Valve Technician Trainee, and Meter and Valve Technician I and II.

**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. Acts in a lead role and assists the Crew Chief in providing project leadership on job assignments and related work as required.

**ESSENTIAL FUNCTIONS**: 

1. Coordinates the installation of domestic water meters.
2. Coordinates the maintenance, repair, replacement, of domestic water meters, and regulating valves.
3. Coordinates the maintenance, installation, relocate, and removal of 4” construction meters and flow control devices.
4. Coordinates the maintenance, repair, and replacement of replenishment assessment charge (RAC) meters.
5. Communicates with Materials Management to ensure adequate supplies on hand for jobs.
6. Tactfully and courteously meets with residential and commercial customers to discuss and resolve water flow related problems and complaints.
7. Fills out and maintains records and reports pertaining to O&M of related appurtenances.
8. Fulfills essential functions of Meter and Valve Technician II.
9. In the absence of the Crew Chief, and as required, supervises and assigns the work of Meter and Valve Technician Trainees, I, and II.
10. Trains Meter and Valve Technician staff on the proper methods for performing the tasks assigned to them.
11. Enforces District Safety policies and procedures.

Date: December 2013

**SECTION**: Domestic Operations

SRN: 28
JOB DESCRIPTION

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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.

And

Possession of a Grade D3 Water Distribution Operators Certificate issued by the State of California Department of Health Services.

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 five years total experience with a water utility and at least one year as a Meter and Valve Technician II.

Knowledge:
- Basic principles of water hydraulics.
- Practices and principles of plumbing.
- Safe operation of basic hand tools and equipment.
- Safe working practices and procedures.
- Concepts of work planning including time, staff and materials.
- Map and Plat Book reading.
- Teambuilding and workgroup relationships.
- Budgeting and working within budget constraints.
- District personnel rules and rules of conduct.

Abilities:
- Recognize, analyze, and troubleshoot malfunctions with water meters, regulating valves, and make appropriate repairs.
- Install 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.
- Promote efficient completion of assigned tasks in workgroup.
- Foster a congenial, team environment within the crew.
JOB DESCRIPTION

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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.