JOB DESCRIPTION

TITLE: Meter Repair Worker Trainee

SECTION: Meter Installation and Repair

DEPARTMENT: Operations

REPORTING RELATIONSHIPS:

Reports to: Crew Chief

Supervises the following positions: Not Applicable

DEFINITION: An entry-level position for meter repair personnel. Under close supervision, will learn to service and repair water meters, valves and appurtenances related to domestic water meters; and to do related work as required, including distribution repair and maintenance.

ESSENTIAL FUNCTIONS:

1. Learns and demonstrates the ability to disassemble domestic water meters and valves, cleans, repairs, or replaces all defective parts, and reassembles water meters and valves.

2. Learns and demonstrates the ability to replace damaged water meters, valves, and meter boxes.

3. Learns and demonstrates the ability to determine the correct type of water meter for the appropriate application.

4. Learns and demonstrates the ability to install remote reading devices on water meters.

5. Learns and demonstrates methods in flow testing domestic water meters (gpm/psi).

6. Communicates clearly and effectively on the radio.

7. Tactfully and courteously meets with customers to discuss and resolve water meter problems and complaints.

8. Learns and demonstrates the ability to fill out and maintain records and reports pertaining to meter repairs and maintenance.

MINIMUM QUALIFICATIONS:

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

AND

Within 24 months, acquire and maintain a Grade II Water Distribution certificate from California State Health Department.
MINIMUM QUALIFICATIONS (Cont.):

Experience: Any combination of experience and training that would fulfill the minimum qualifications of the position would be qualifying.

Knowledge of:
- Basic principles of water hydraulics and meter operation.
- Basic practices and principles of plumbing.
- Geography of the District domestic distribution system.
- Safe operation of basic hand tools and equipment.
- Safe working practices and procedures.

Abilities:
Must be able to learn and eventually demonstrate ability in the following tasks:
- Recognize, analyze, and troubleshoot malfunctions with water meters and valves and make appropriate repairs.
- Install, repair, and maintain water meters for accurate measurement.
- Install remote reading devices including: measurement device, pipe, and wire.
- Install and maintain gate valves.
- Operate oxygen and acetylene welding torch correctly and safely.
- Operate cement cutting tools, drills, and other mechanized tools with the appropriate safety equipment.
- Organize work orders and work schedule to maximize the most productive use of time.
- 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. Drives District vehicle to job sites including over rough terrain.

2. Uses two-way radio for communication.

3. Works in extreme weather conditions including heat and rain. Works in areas containing dust, fumes, exhaust, and insects.

4. Kneels, bends, stoops, and stands for long periods of time.

5. Lifts and places heavy materials.

6. May perform repetitious duties for long periods of time.