JOB DESCRIPTION

Coachella Valley Water District

TITLE: Meter Repairworker I

DEPARTMENT: Operations

SECTION: Domestic Operations

SRN: 20

REPORTING RELATIONSHIP:

Reports to: Crew Chief, Domestic Water

Supervises the following positions: Not Applicable

DEFINITION:
Under general supervision, to service and repair water meters and appurtenances related to water meters; and to do related work as required

ESSENTIAL FUNCTIONS:

1. Disassembles water meters, cleans, repairs or replaces all defective parts, and reassembles water meters.

2. Replaces damaged water meters, meter boxes and/or lids, angle stops and customer shut off valves.

3. Raise or lower water meters and meter boxes to grade.

4. Determines the correct type of water meter for the appropriate application.

5. Install remote reading devices on water meters.

6. Install construction meters and backflow assemblies on fire hydrants for construction purposes.

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

8. Fills out and maintains records and reports pertaining to meter repairs and maintenance.

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 D1 Water Distribution Operators Certificate issued by the State of California Department of Health Services.
JOB DESCRIPTION

MINIMUM QUALIFICATIONS (Cont.):

Experience: Any combination of experience or training that would fulfill the minimum qualifications of the position would be qualifying such as one year experience as a Meter Repairworker 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 and make appropriate repairs.
- Installs repair and maintain water meters for accurate measurement.
- 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, 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.

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: 7/10/07
HR Dept.