JOB DESCRIPTION

Coachella Valley Water District                          Date: July 2007

TITLE: Meter Repairworker III                         SECTION: Domestic Operations

DEPARTMENT: Operations                                 SRN: 28

REPORTING RELATIONSHIP:

Reports to: Crew Chief, Domestic Water

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

DEFINITION:
Under general supervision, to service and repair water meters and appurtenances related to water meters; and to do 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, and replacement of domestic water meters.

3. Coordinates the maintenance, installation, relocate, and pulls of 4" construction meters.

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 customers to discuss and resolve water meter problems and complaints.

7. Fills out and maintains records and reports pertaining to meter installations, meter repairs and maintenance.

8. Fulfills essential functions of Meter Repairworker II.

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.
MINIMUM QUALIFICATIONS (Cont.):

Experience: Any combination of experience or training that would fulfill the minimum qualifications of the position would be qualifying such as five years total experience and at least one year as a Meter Repairworker 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.

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.