



Meter Reader and Repair Worker II

DEFINITION

Under supervision, reads and accurately records readings of water meters; investigates and resolves meter maintenance and service problems. Makes repairs, replaces and tests several styles of water meters 1" in size and smaller in field and shop situations; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification combines the reading and basic repair of smaller water meters. The duties of the classification are divided between field and shop activities. This position is distinguished from the position of Meter Service Technician in that the latter position is responsible for the repair, maintenance, and accuracy of larger water meters.

EXAMPLES OF DUTIES

- Accurately reads several styles of water meters on assigned routes according to predetermined schedules using various methods; manual (pulling meter box lid and reading from the meter display), electronic hand held device or other new and emerging technology;
- Compares current reading with prior readings to determine accuracy and appropriateness of reading; e.g. high consumption, zero consumption, potential misread;
- Determines if there is readily apparent cause, and reports the reason for unusual conditions where consumption seems out of line with seasonal demand and rate of previous consumption;
- Repairs, replaces, and tests several styles of water meters 1" in size and smaller in field and shop situations, to include new and emerging technology;
- Performs meter maintenance functions to improve meter readability (manually and electronically) to include system of record updates;
- Cleans, sets and replaces meter boxes and lids;
- Investigates and reviews with consumers a variety of water service problems;
- Performs flow and pressure tests as needed on consumer services;
- Interprets and reads maps, drawings, and sketches utilizing manual and electronic methods;
- Maintains daily records of work performed, time, materials and equipment manually and electronically;
- May operate water system valves and hydrants as required;
- May assist in the repair, replacement, and testing of several styles of meters 1-1/2" in size and larger, to include new and emerging technology;

- Reports hazardous field conditions;
- Verifies and reports service information corrections; may update records as needed
- Uses a computer or other electronic device to input and retrieve data;
- Follows applicable safety rules and regulations;
- Performs other related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Basic mathematics including fractions and decimal places;
- Methods used in pipe and water facility installation and repairs;
- Water meter operation;
- Materials and procedures used in the testing, repair, and replacement of water meters;
- Methods of routine recordkeeping;
- Relevant safety precautions and procedures.

Ability to:

- Record and enter numbers accurately and quickly on a repetitive basis;
- Analyze meter service problems and make necessary repairs;
- Perform meter maintenance functions such as riser installation, meter insulation, and box cleanout or replacement;
- Use tools and equipment necessary to maintain and repair water meters;
- Make arithmetic computations;
- Read and interpret street maps (manual and electronic);
- Deal effectively with those contacted in the course of work;
- Understand and carry out written and oral instructions;
- Perform extensive walking, climbing, bending and stooping in all weather conditions;
- Write legibly and accurately;
- Use portable or desk top computers and other electronic office and field equipment;
- Learn, adapt, support and utilize new and emerging water meter technology;
- Maintain records (manual and electronic); and
- Drive a vehicle.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent;
and
- One year of experience in mechanical repair and/or plumbing, plus a demonstrated ability to read and record numbers accurately and quickly.
- Demonstrated ability to use tools and electronic equipment, including computers, both in the office and field, in the course of duty.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 – 3109);
- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles;
- Satisfactory driving record;
- Willingness to wear prescribed uniform; and
- Work overtime as required.

LICENSES AND/OR CERTIFICATIONS

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties, the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: July 1994
Revised: March 2019
Approved by: Human Resources Manager