GENERAL PURPOSE

Under general supervision, performs a wide variety of skilled, journey-level duties in the installation, maintenance, repair and servicing of residential, commercial and industrial water meters; performs lead supervision to meter reading personnel; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Meter Repair Technician is distinguished from those in the lower level classification of Meter Reader II by the independence with which they perform their duties of handling the most difficult and complex meter repair and customer relations work requiring greater experience and independent judgment or by performing lead work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Performs a variety of skilled, journey-level duties involved in the inspection, diagnosis, troubleshooting, calibration, maintenance, repair, servicing, and installation of the full range of water meters used in the District up to 48 inches in diameter.

Plans and lays out work from instructions and/or work orders, using blueprints, sketches and drawings; schedules and assigns work to meter reader teams.

Provides technical assistance to Meter Readers.

Responds to reports of complex leaks at meters, struck or broken meters, and low/high pressure complaints; makes field inspections and meter repairs, including replacing broken glass lenses, cleaning dials, replacing or reworking registers, repairing valves and replacing meter box lids; assists Customer Service personnel with customer investigation complaints.

Removes defective meters and installs new meters; raises and lowers meter box heights; cleans and resets meter boxes; sets and repairs fire hydrant meters; tests, disassembles and cleans water meters; repairs or replaces worn and defective parts and reassembles meters in the shop and in the field.
Conducts bench tests and field tests meters to ensure proper performance.

Performs skilled repairs on large, turbine and inline meters; field tests large meters, turbine and fire service maintenance.

Installs and programs electronic flow and testing equipment; performs flow tests and pressure checks; sets pressure recording devices; sets up computer flow search equipment.

Operates a variety of hand and power tools and equipment in the adjusting, repairing and maintaining of small and large water meters, including acetylene/oxygen torches, power wrenches and air compressors.

Assists in providing day-to-day leadership to ensure a high performance, efficient work environment that supports achieving the department’s and the District’s mission, strategic plan, objectives and values.

Assists in monitoring the work of meter readers; gives input on individual performance, progress and training; provides coaching and guidance for performance improvement and development; assists in training new meter readers.

May assist in the Automated Meter Reading (AMR) system, duties include: building, programming, installing, exciting, inspecting, diagnosing, replacing, and routing AMR meters; operating software related to AMR; generating AMR log summaries; submitting AMR information to billing system; and maintaining AMR inventory.

May act as the lead over the AMR system in planning and scheduling the work of the AMR team.

Schedules and coordinates activities with other sections and divisions.

Ensures the timely and accurate completion of preventive maintenance activities.

Requisitions necessary tools, equipment and supplies.

Performs duties in confined spaces, utilizing departmental safety policies and procedures.

Responds to emergency situations as necessary.

May train or instruct others in the work.

May lead the work of others in lower-level classes.

Maintains records of repairs.
May act for the Meter Services Supervisor in his/her absence.

May perform Meter Reader duties on an emergency, fill-in basis.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Practices, methods, techniques, tools and equipment used in the installation, testing, calibration, maintenance and repair of small, medium and large water meters, up to 48 inches in diameter; machine shop procedures and practices; safety practices, safe work methods and safety regulations pertaining to the work; shop mathematics; use and operation of oxyacetylene and electric arc welding equipment and materials; Safe Drinking Water Act and relevant EPA regulations; computer applications related to the work; codes, ordinances and regulations pertaining to the work; techniques of effective coaching.

Ability to:

Diagnose and repair a wide variety of small, medium and large water meters, up to 48 inches in diameter; use precision and diagnostic instruments to test and calibrate water meters; organize, set priorities and exercise sound, independent judgment within areas of responsibility; identify and implement effective courses of action to complete assigned work; read and interpret plans, specifications and manuals; establish and maintain effective working relationships with those encountered in the course of the work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; coordinate work assignments with other sections, divisions or departments.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is two years of experience in the installation, inspection, maintenance and repair of residential, industrial and commercial water meters.

Licenses; Certificates; Special Requirements:

A valid California driver’s license and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable
Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb or balance; kneel, stoop, crouch or crawl; work in confined spaces for long periods of time.

The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

Incumbents are subject to 24-hour call out and weekend work.

FLSA DETERMINATION: Non-exempt.