

## **JOB DESCRIPTION**

**Job Title:** Meter Technician  
**Date of this Description:** April 13, 2021 until filled

**Job Summary:** To maintain meters throughout the City which includes installing, monitoring, repairing, and reading water meters. The position holder works according to set procedures under general supervision.

### **Supervision:**

General supervision is provided by Utility Billing Customer Care/Account Manager.

### **Essential Duties and Responsibilities:**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary -

- Reads water meters and records volume used by residential and commercial consumers, records meter reading on hand-held micro-computer.
- Inspects meters and connections for defects, damage, and unauthorized connections; report irregularities for necessary action; reports evidence of water meter tampering or illegal usage.
- Primary On-Call technician for reconnects and unplugs
- Responsible for Cut-Off List and execution in a timely/accurate manner
- Follows up with outstanding work orders to ensure completion
- Assists with routing and setting up new neighborhoods in system
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Calibrates and installs water meters.
- Repairs water leaks at the meter.
- Installs water meter washers and back flow devices.
- Replaces broken or damaged water meters.
- Pumps out meter pits.
- Performs inspections of back flow prevention devices ensuring proper installation.
- Connects/disconnects water service.
- Helps crews engaged in repairing City water/wastewater lines.
- Uses appropriate protective equipment and observes safe operation of vehicles/equipment.
- Prepares required records such as vehicle maintenance records, time sheets, daily reports, etc.
- Performs general preventative maintenance on equipment/trucks such as checking fluid levels, tire pressure, etc.; ensures trucks and equipment are kept clean and in proper operating condition.
- Other duties as assigned

### **Essential Skills and Experience:**

- Requires a minimum of 12 months as a field crew member, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Must possess a valid South Carolina driver's license.
- Experience speaking or signaling to people to convey or exchange information of a general and technical nature.
- Requires entering data or information.
- Requires serving others such as customers, attending to their requests and exchanging information with them.
- Requires handling or using tools, or equipment requiring moderate instruction and experience such as water meter boxes, back flow devices and micro-computers; may repair water meter boxes and back flow preventive devices. Requires performing semi-routine work with occasional problems.
- Requires performing basic addition and subtraction.
- Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.
- Requires performing manual tasks prescribed by standard practices but which may require computation, the use of several procedures and the use of independent judgments with obvious choices; requires normal attention for accurate results.
- Requires being responsible to guide others requiring a few decisions, affecting the individual and a few co-workers; work in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

### **Physical Demands and Work Environment**

*The physical demands and work environment described is representative of activities required and work environment encountered while performing the essential functions of this job.*

*Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is occasionally required to reach with hands and arms.
- The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- The employee regularly works in outside weather conditions.
- The employee is frequently exposed to wet and/or humid conditions.
- The employee is occasionally exposed to brown recluse spiders, black widows, dogs, snakes, and insects and risk of electrical shock.
- The noise level in the work environment is usually moderate.

**Work Hours:** The hours of the Water/Sewer Administration Office are generally 8:30 am – 5:30 pm, Monday – Friday. Employees are expected to remain on the job until each day’s transactions are reconciled.

**Education and Experience Requirements:** Minimum high school diploma or equivalent required with twelve months of public service experience and competent computer skills.