



Tuolumne Utilities District
Job Description

POSITION:	Meter Technician 1/2	DEPARTMENT:	Operations
REPORTS TO:	Distribution Superintendent	DIVISION:	Distribution
PAY RANGE:	27/29	FLSA Status:	Non-Exempt
INCUMBENT:		DATE PREPARED:	March 2019

Summary:

These positions are in the Meter Technician classification (class) series. Under direct or general supervision of the Distribution Superintendent or Distribution Foreman, performs activities related to reading, collecting and recording water meter consumption data; interacts with customers and responds to customer concerns; tests, repairs, maintains and upgrades/replaces water meters and distribution system facilities; may assist in traffic control; and performs other related work as required.

Class Characteristics:

Meter Technician 1 is the entry level class in the Meter Technician series. Under direct or general supervision, incumbents perform all tasks related to meter reading, operations and maintenance, including meter change out and minor leaks within the meter box, distribution systems, and associated equipment and facilities. This class is alternately staffed with Meter Technician 2 and incumbents may advance after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing the work of the higher-level class.

Meter Technician 2 is the journey level class in the Meter Technician series. Under minimal supervision, incumbents perform all (and the most complex) tasks related to meter reading, operations and maintenance, including meter change out and minor leaks within the meter box, distribution systems, and associated equipment and facilities with only occasional instruction or assistance as new, unusual or unique situations arise, and are fully aware of the operating procedures and policies within the division. Incumbents in this class may assist with the training, oversight and scheduling of less experienced staff, and may prepare data reports as needed.

Essential Functions (Illustrative Only):

The duties shown are done to differing levels of complexity and under differing levels of supervision depending upon the experience, certification level and training of the incumbent. Higher levels of the class are expected to completely and independently undertake the duties listed, while lower levels may be assigned less complex tasks such as vegetation management, maintenance, and require instruction and assistance, or may singly accomplish only a portion of a listed activity. Essential responsibilities and duties may include, but are not limited to, the following:

- Walks or drives company vehicle over established routes to read, collect and record data into handheld data storage device.
- Upload/Download information to and from handheld device and computer software.
- Performs a variety of maintenance and repair on meters and facilities including landscape

maintenance such as weed and vegetation control, tree-trimming and brushing, plumbing, leak detection, proper shutting down and loading of water lines.

- Operates and maintains various tools and equipment in good and safe condition.
- Tests, cleans, repairs, installs and/or replaces water meters and parts.
- Responds to customer concerns regarding water quality, low and high pressure, and water consumption resulting in a high bill.
- Performs customer notification activities, meter turn ons/offers and meter removal.
- Maintains logs, records, and data systems for required reports.
- Practices and ensures adherence to District and OSHA safety procedures and requirements, corrects or reports unsafe conditions immediately.
- Participate in training programs.
- Performs other related duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

Knowledge of:

- Basic arithmetic including calculating proportions and percentages and recordkeeping.
- Safe work methods and safety precautions as related to the job.
- Methods, materials, procedures, and equipment used in the adjustment, repair, operation and maintenance of distribution facilities.
- Water distribution methods, principles and Best Management Practices.
- Standard water quality tests.
- Federal, state, and county regulations pertaining to water distribution operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Operation and maintenance of hand and power tools.
- Operation and application of Microsoft word processing and spreadsheet software applications.
- Correct application and usage of the English language, including spelling, grammar and punctuation.

Skill in:

- Operating, maintaining and repairing a variety of distribution facilities and equipment.
- Recognition and correction or reporting of unusual, inefficient or unsafe operating conditions.
- Making calculations as necessary to summarize data results, ascertain data trends, and aggregate information over time.
- Using, maintaining and securing the tools and equipment of the work skillfully and safely.
- Handling hazardous chemicals in a safe manner.
- Basic computer skills including word processing, basic spreadsheets, maintaining and sharing computer files.
- Collecting and accurately entering data, creating spreadsheets and maintaining records.
- Understanding and following oral and written directions.

- Establishing and maintaining professional and effective working relationships with those contacted in the course of the work and providing excellent customer service.

Ability to:

- Work independently with minimal supervision.
- Read and write at the level required for successful job performance.
- Read and transcribe numbers accurately, perform algebraic and geometrical calculations and metric conversions.
- Operate a handheld data recording device and GPS equipment.
- Troubleshoot faulty meters and leak locations.
- Perform a variety of operations and maintenance assignments.
- Perform strenuous, manual labor often exposed to inclement weather conditions.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Bend and kneel several hundred times a day.
- Assist in flagging and traffic control operations.
- Use a variety of tools with skill and safety.
- Read district map books, system diagrams, instructions, work orders, safety and operation manuals, letters, reports and memos.
- Write memos and messages, fill out forms, reports and documents.
- Provide excellent customer service and relations.
- Troubleshoot, diagnose, and correct a variety of distribution operating problems.
- Use proper safety precautions while working with chemicals.
- Perform standard water quality tests.
- Maintain and update thorough and accurate records and logs.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted during the work.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel repetitively, crawl, climb, lift and move up to 50 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

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

- Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow, and below freezing to 100+F; confined work space; and at heights, such as ladders or on a tank.
- Inside: Work performed in a temperature-controlled environment.
- Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; strong fumes; and unpleasant odors.
- Noise/Vibration: Exposure to generators.

Education and Experience Requirements:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities may be qualifying as determined solely by the District. A typical way to obtain the knowledge, skills and abilities would be:

Education/Certification/License/Experience:

- High school diploma or general education degree (GED).
- Valid California driver’s license with a satisfactory driving record and be insurable by the District to operate District vehicles.

Meter Technician 1

In addition to the qualifications above, the Meter Technician 1 has:

- Current California Water Distribution Operator Grade D1 certification issued by the State Water Resources Control Board (SWRCB) or obtain within 18 months, or by the third attempt at taking the State exam if taken within the first three possible exam periods, whichever is later, of hire date.

Meter Technician 2

In addition to the qualifications above, the Meter Technician 2 has:

- Current California Water Distribution Operator Grade D2 certification issued by SWRCB.
- Two years’ experience similar to Meter Technician 1 with the Tuolumne Utilities District.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays as assigned; may include one weekend day. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed this job description and agree to obtain or maintain any job specific requirements.			
Supervisor’s Signature	Date	Employee’s signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			