

**0510 WATER METER SERVICE WORKER 1
0511 WATER METER SERVICE WORKER 2**

NATURE OF WORK

This job involves skilled and semi-skilled work in the installation, maintenance, and repair of residential and commercial water meters.

Positions are responsible for installation, maintenance, repair and testing of a variety of sizes and types of water meters. Work includes installing flow and pressure device reading equipment to gather data for further analysis and problem solving.

DISTINGUISHING FEATURES

The Water Meter Service Worker 2 is distinguished from the Water Meter Service Worker 1 by having responsibility for servicing larger and more complex meters, for leading a two person crew, for understanding and implementing confined space entry procedures when needed, for responsibility of installing and maintaining Automatic Radio Read technology, calibrating confined space entry gas monitors, for knowledge and use of the City's Meter Master flow test equipment, maintaining shop records, ensuring quality control, and ensuring that standard procedures and instructions are followed in the performance of meter servicing. Both levels of this job series work under the supervision of a field supervisor, but the higher level will assume leadership in the supervisor's absence.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Install, remove, and adjust 5/8 to 3 inch water meters in shop and in the field.

Use meter test bench for 5/8 to 2 inch water meters to check meter performance and run special tests to ensure meters are within AWWA and city standard.

Maintain meter information and record new information Hansen Maintenance Management System.

Set and remove fire hydrant meters and record meter readings.

Run meter and fire hydrant flow tests.

Set and remove pressure recorder, or other monitoring devices, and record proper information for staff to resolve problems.

Participate or assist in large meter installation. Test, maintain, and repair water meters; adjust performance and perform complete inspection for accuracy upon.

Answer routine and emergency calls on the telephone and radio; check complaints, conduct problem analysis, turn-off/turn-on meter as needed, corrects problem, or call in emergency crews as needed.

Performs other related work as required.

WORK QUALIFICATIONS

Water Meter Service Worker 2: Experience in the repair and testing of water meters including large commercial meters; or any equivalent combination of training and experience which provides the knowledge and abilities defined below.

Water Meter Service Worker 1: Any combination of training or construction experience which provides the knowledge and abilities defined below.

Knowledge	2	1
methods, materials, tools, and practices used in the repair and testing of water meters including commercial water meters	X	within six months of appointment
familiarity with the sizes, types, and related mechanical material of water meters	X	within six months of appointment
understanding and implementing confined space entry procedures	X	
knowledge of installation and maintenance of Automatic Radio Read technology,	X	
knowledge and use of the City's Meter Master flow test equipment	X	

WATER METER REPAIR SERIES (continued)

510, 511

Ability to	2	1
use materials and equipment involved in the installation, maintenance, repair and testing, within City and AWWA Standards, of large meters up to 10 inches.	X	
use materials and equipment involved in the installation, maintenance, and repair of small water meters	X	within 6 months of appointment
perform standard reading and testing duties independently and with accuracy in reading and record keeping	X	within 6 months of appointment
effectively schedule and plan meter installation, repairs and testing, including following instructions for meter test route completion, and follow-up	X	X
understand and follow written and oral instructions	X	X
perform duties involving public contact with courtesy and tact	X	X
train others in proper meter repair	X	
lift heavy meters weighing up to 75 pounds using safety precautions	X	X
bend, stoop, lay on stomach while performing meter servicing	X	X
meet City driving standards	X	X
develop and maintain effective working relationships with City staff and the public.	X	X

Possession of a valid Oregon Chauffeur's license or class C driver's license; ability to obtain a Class A Commercial Driver's Licence (CDL) within six months of appointment.

Personnel Director