



MAINTENANCE WORKER / METER READER

AGENCY/DEPARTMENT:
Public Works/Utilities

Approved By HR Director: Bob Heitzman
Date Approved: 2/17/2004
Date of Last Revision: 8/1/2003

Reports to: Utilities Operations Manager
Supervises: N/A
Conflict of Interest Code Filer:

JOB SUMMARY: Under moderate supervision, works independently or as a member of a crew performing semi-skilled and routine tasks in reading utility meters and minor meter repairs; installs and replaces small meters; assists with construction/distribution crews; operates and maintains various meter reading devices, power equipment and hand tools; assists other maintenance personnel in completing assigned tasks; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Reads water and utility meters.
2. Records and verifies meter readings.
3. Makes minor repairs to water meters.
4. Installs, removes and replaces small water meters (2 inches in size or less).
5. Assists with installation, removal, replacement and repair of large water meters (over 2 inches in size).
6. Performs customer service information contacts.
7. Keeps customer service records.
8. May assist with distribution system maintenance, construction and repair, including valve exercising and flushing on a temporary or emergency basis, performing unskilled labor and material transport.
9. Cleans and cares for tools and equipment to maintain equipment in good working condition.
10. May operate various construction equipment on a training basis only, including skip loaders, trenching and backhoe equipment.
11. May perform emergency maintenance work caused by natural disasters.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Six months of public utility or public works meter or maintenance work.

KNOWLEDGE OF:

- Meter reading and data recording methods and techniques.
- Meter maintenance and repair.
- Meter installation.
- Safe and efficient use of power and hand tools.

ABILITY TO:

- Operate all related metering, small power and hand tools in performing utility metering and maintenance properly and efficiently.
- Perform metering and maintenance tasks following established work procedures and techniques.
- Complete work activity records, time reports, metering and customer services records.

- Work safely.
- Read and write English.
- Follow work safety rules and procedures.
- Understand and carry out oral or written instructions.
- Communicate and work cooperatively with co-workers, contractors, customers and the general public.
- Establish and maintain effective working relationships with others.

LICENSES:

- Valid Class C CA drivers license and an acceptable driving record at time of appointment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

FLSA Exemption Status: Non-Exempt

Employee Unit: American Federation of State, County and Municipal Employees

DOT Program Participant: No

Job Family: Utilities - Technical/Field Maintenance

Career Progression: