

WATER METER SERVICEPERSON

DISTINGUISHING FEATURES OF THE CLASS: Repairs defective and installs new water meters in homes and commercial establishments and takes and records readings of water meters. This is semi-skilled work involving cleaning, repairing and testing defective water meters and installing new water meter, as well as recording readings of water meters. It may involve the investigation of suspected leaks and notification of property owners in cases where repairs are necessary. Duties are performed under general supervision; does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Disassembles, tests, and repairs defective water meters;
- Installs and reads water meters in residential units, and commercial establishments;
- Connects and discontinues utility service on consumers' premises;
- Locates sources of water leaks and waste;
- Repairs vaults, vault covers and service boxes;
- Keeps accurate records of all meter readings;
- Examines meters and water fixtures in order to determine causes of variances in water bills;
- May perform a variety of cleaning tasks;
- Uploads and downloads information to and from meter meters;
- Operates a personal computer;
- Assists department on emergencies such as main breaks;
- Keeps meter records and files up-to-date;
- Collects delinquent bills and makes shut offs as ordered.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good working knowledge of the operation, maintenance and repair of common types of water meters; good knowledge of the tools, equipment and methods of repairing such mechanisms; working knowledge of ordinary plumbing fixtures and equipment; ability to make simple arithmetical calculations; ability to install and repair water meters; ability to maintain records; courtesy and tact in dealing with the public; mechanical aptitude; dependability; good physical condition.

MINIMUM QUALIFICATIONS: One year of experience in the installation or repair of water meters, or as a plumber's helper or as a mechanic in the repair of small parts mechanism; or an equivalent combination of training and experience.

Competitive Class

Amended 06/14/2016 Personnel Officer