

JOB CLASSIFICATION - METER TECHNICIAN I

PAY LEVELS

Tier 1 - \$12.50
Tier 2 - \$12.75
Tier 3 - \$13.00
Tier 4 - \$13.25
Tier 5 - \$13.50
Tier 6 - \$13.75
Tier 7 - \$14.00
Tier 8 - \$14.25
Tier 9 - \$14.50
Tier 10 - \$14.75
Tier 11 - \$15.00

JOB DESCRIPTION

This is work at the journeyman level in reading water meters to include installing and changing water meters.

NATURE AND VARIETY OF WORK

Work involves installing, changing, reading, and recording volume used in an assigned meter reading sector. Work includes using a hand-held device to provide accurate reading and recording of water consumption. Temporary workers assist Meter Tech II and III with meter repair and adjustment of meter vaults to grade. Work is performed under observation with considerable latitude within established procedures, regulations, and acceptable mechanical techniques. Work is reviewed by the Meter Service Supervisor through conferences and results obtained.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

- ✓ Completes meter-reading assignments according to assigned schedule with the use of a hand-held processor and note any and all questionable readings in the processor.
- ✓ Completes special reading and re-read assignments.
- ✓ Changes and installs water meters and identifies situations when meters should be changed, and completes meter change paper work.
- ✓ Performs turn-off and turn-on procedures for non-payment and returned checks and completes paper work.
- ✓ Responds to customer complaints, records problems and notifies supervisor.
- ✓ Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Knowledge of mechanical components of commercial and domestic water meters.
- ✓ Knowledge of parts, safety equipment, and tools used in the repair and maintenance of meters. Knowledge of the geography and street locations of the County.
- ✓ Knowledge of County Code and regulations pertaining to water meters and related work.
- ✓ Ability to perform arithmetical calculations quickly and accurately.
- ✓ Ability to use tools and equipment required in the installation in field repair and testing of meters.
- ✓ Ability to establish and maintain effective working relationships with other employees and the public.

MINIMUM QUALIFICATIONS

Graduation from high school; and a valid non-commercial Class C motor vehicle operator's license.

JOB CLASSIFICATION – METER SERVICES WAREHOUSE SPECIALIST

PAY LEVELS

Tier 1 - \$13.00
Tier 2 - \$14.00
Tier 3 - \$15.00
Tier 4 - \$16.00
Tier 5 - \$17.00
Tier 6 - \$18.00

POSITION DESCRIPTION:

This is responsible clerical and manual warehouse work.

NATURE AND VARIETY OF WORK

Work involves responsibility for operating a medium sized warehouse which involves a wide variety of commodities. Responsibilities may include establishing storage methods and procedures, maintaining inventory records, and requisitioning items not in stock. Work is performed under the general supervision of a superior who reviews stock records and inspects storeroom premises.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES:

- Performs or supervises other employees in the receipt, storage, stocking, issuance, and delivery of supplies, materials, parts, and equipment; operates loading equipment.
- Maintains or supervises the maintenance of perpetual inventories and prepares detailed store records or reports.
- Determines part number utilizing manuals, catalogues, and microfiche reader.
- Checks quantity and quality of goods received for conformity to purchase orders and specifications.
- Prepares requisitions for materials, keeps superiors notified of stock on hand, inventory needs, and purchases designated commodities.
- Prepares and maintains necessary records and reports.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of store keeping and shipping methods and practices, and of work hazards and precautionary measures.
- Considerable knowledge of purchasing and requisitioning procedures.
- Ability to make arithmetical calculations with speed and accuracy.
- Ability to read and interpret equipment requirements from manuals, catalogues, and oral descriptions of use.
- Ability to manage routine operations and to supervise the work of other employees.
- Ability to maintain records of minor complexity, to prepare reports, and to perform other moderately difficult clerical work.
- Ability to establish and maintain effective working relationships with associates.
- Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Graduation from high school; considerable experience in the keeping of stores and store records; and a valid non-commercial Class C motor vehicle operator's license.