

CITY OF HAINES CITY
JOB DESCRIPTION

DEPARTMENT: PUBLIC WORKS – WATER UTILITY
REPORTS TO: METER READER SUPERVISOR

METER TECHNICIAN

GENERAL DESCRIPTION:

This is responsible field work in repair and maintenance of water and/or reuse meters and accurately recording consumption of City utility customers. This position requires use of hand tools in clearing mud and other debris from water meters. This position extensively drives a utility vehicle and requires a high level of awareness of traffic hazards. Ordinarily, employee follows designated routes, receives specific work instructions and refers unusual questions to the supervisor for decisions. Work is usually performed under general supervision of the Meter Reader Supervisor, and is subject to periodic review. This position requires the employee to be on-call for after hour emergencies.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Checks to see that water meters are functioning properly; determines consistency of meter readings and reports unusual cases to supervisor.

Prepares diagrams as needed showing locations of meters in relation to newly built homes.

Utilizes hand-held computer to store meter readings and downloads reports.

Turns meters on and off for new, old and delinquent accounts.

Performs repair work on water meters. Performs meter change outs including lateral repair and replacement.

Checks inaccurate meters for abnormal wear, or leaks, by performing leak tests and water consumption tests to ensure efficiency of lines.

Notes and submits list of meters in need of repair.

Maintains meter boxes and meter box lids.

Acts as a field representative to inform the public of rates and policies on water consumption; public contact at times involves complaint situations which the employee must deal with patiently.

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Trains new employees as needed.

Performs call-back and overtime duties as needed.

Performs customer service order requests.

Performs other assigned duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES AND SKILLS

Ability to guard against various hazards of the job by knowing and observing proper safety precautions. Ability to learn the geography and street locations of the City; write legibly and record information accurately; make simple arithmetic calculations rapidly and accurately; establish and maintain effective working relationships with the public; physically cope with assigned duties which entail working outside under varying climatic conditions; draw charts and diagrams; perform mechanical repairs to water and reuse meters; and to work independently of direct supervision.

TRAINING AND EXPERIENCE

High school graduate (or GED) and minimum of three (3) years experience in plumbing or water line repairs or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Possession of a valid Florida Driver's License.

Possession of a Backflow Assembly Tester Certification.

Possession of a FEDP Water Distribution System Operator – Level 3