

## **WATER METER SERVICE WORKER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for the installation, maintenance, repair, rebuilding, testing and reading of water meters and automated meter reading equipment and cross connection control. An incumbent has frequent contact with the public. The work is performed under the general supervision of a Public Works Supervisor with considerable freedom allowed for independent judgment in scheduling and carrying out the work. An incumbent exercises no supervision.

### **TYPICAL WORK ACTIVITIES:**

Installs, maintains, repairs, rebuilds, tests and reads various-sized water meters and automated meter reading equipment utilizing automated meter reading equipment;

Maintains detailed records and logs of water meter installation, maintenance, repair and testing related activities;

Meets with water consumers to investigate complaints and inspect water meters and internal plumbing for excessive water consumption;

Evaluates and cross connections, determines the degree of hazard, and assesses need for installation of containment back-flow prevention devices, and determines;

Installs, maintains and repairs back-flow prevention devices;

Tests back-flow devices on an annual basis;

Inspects meter and cross connections for compliance with installation plans;

Collects and transmits information regarding back-flow prevention projects to architectural and engineering firms, plumbing contractors and State and County Health Departments;

Reports orally to the Public Works Supervisor as required.

**WATER METER SERVICE WORKER** – contd.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices related to water meter and back-flow prevention device installation, maintenance, repair, testing and reading;

Good knowledge of the tools and equipment used in water meter and back-flow prevention device installation, maintenance, repair, testing and reading including automated meter reading equipment;

Good knowledge of keeping records and logs;

Good knowledge of city geography;

Good knowledge of the city's water transmission and distribution system;

Working knowledge of architectural, engineer, contracting and plumbing firms involved with the construction of back-flow prevention devices;

Ability to install, maintain, repair, test and read water meters and back-flow prevention devices;

Ability to use tools and equipment related to installing, maintaining, repairing, testing and reading water meters and back-flow prevention devices including automated meter reading equipment;

Ability to maintain detailed records and logs;

Ability to effectively orally communicate and interact with the public;

Ability to understand and follow written and oral instructions;

Ability to work independently in scheduling and performing work;

Physical condition commensurate with the demands of the position.

**WATER METER SERVICE WORKER** – contd.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

Two (2) years of experience performing skilled plumbing or water maintenance related work that involved ongoing contact with the public.

**SPECIAL REQUIREMENT:**

Possession of a New York State Department of Motor Vehicles license appropriate to the vehicles or equipment operated.

Possession of New York State Backflow Tester Certification within 12 months of appointment.