

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER METER REPAIR TECHNICIAN — DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: JANUARY 15, 2020 (Revised)

JOB CODE:	0356
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT
<u>EEOC CODE:</u>	<u>SKILLED CRAFT WORKER</u>

DUTIES-JOB SUMMARY

With general supervision, performs a variety of semi-skilled and skilled tasks in the maintenance of City water meters, and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED

Reports to: Water Distribution Meters Leadworker

DISTINGUISHING CHARACTERISTICS

The Water Meter Repair Worker is a generalist with responsibility for performing a variety of skilled and semi-skilled water meter repairs. It is distinguished from the skilled trades classes in that it requires s journey level experience in a particular trade or craft.

EXAMPLES OF ESSENTIAL DUTIES

- Replaces residential and commercial water meters;
- Rreplaces and repairs box bodies, box covers, vault lids, flow recording devices, meter reading devices and software;
- Rebuilds large meter components and overhauls, tests, and calibrates large meters using volumetric and comparative methods to assure an accurate system.
- Assists with customer service and meter reading duties such as disconnections, delinquent turnoffs, meter reading, loading and unloading of handheld devices and data entry to handheld equipment;

~~responds to emergency calls for service on a call-out basis, and works outside of normal business hours as needed.~~

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- Attends training;
- Supports and actively promotes the City's safety programs;
- Performs confined space entries and traffic control;
- Identifies and corrects safety hazards;
- Reports to work as scheduled, responds to emergency calls for service on a call-out basis, and works a variety of schedules including evenings, weekends and holidays as required
- Attends professional training to stay abreast of industry best practices
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination may includes:

Knowledge of:

- Practices and procedures for safe traffic procedures and vehicle operations;
- Machinery, equipment and tools necessary for the maintenance and repair of water meters;
- Occupational hazards and safety precautions applicable to water meter maintenance and repair work;
- Basic computer skills

Ability to:

- Read and follow work orders and instructions;
- Use hand and power tools;
- Follow safety practices and recognize hazards;
- Carry out work assignments as instructed;
- Maintain accurate records;
- Communicate effectively orally and in writing;

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- Eestablish and maintain cooperative work relationships with those contacted in the course of work-
- Utilize computers and technology efficiently and effectively
- Adhere to all applicable rules and regulations and perform essential functions of the job with or without reasonable accommodation

Education: ~~The equivalent of a H~~high school diploma or equivalent certificate.

Experience: Two (2) years' water ~~r~~- systems operations ~~r~~related experience.

Reclassification Requirements: Sufficient training and/or experience to clearly demonstrate the skills, knowledge, abilities and personal attributes required for this class may be demonstrated by successful completion of twenty-four (24)~~eighteen-~~ months water maintenance experience with the city of Huntington Beach.

Certifications/License:

- Possession of a valid California ~~Class C motor vehicle operator's~~driver's license and an acceptable driving record are required at the time of appointment and throughout employment.
- State of California ~~Water Resource Control Board Water Distribution Certification Grade I, Water Distribution Class I Certificate~~is required at the time of appointment and throughout employment.

SPECIAL CONDITIONS:

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Employer Pull Notice Program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS: —Work may involves exposure to potential physical harm, dangerous machinery, and—potentially infectious

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disease ~~and~~

~~P~~performs moderate to heavy work in all types of weather.

There is frequent need to stand, stoop, walk, climb, balance, lift, push, pull, move and drag objects which may weigh as much as fifty (50) pounds, and up to one hundred (100) pounds with the use of proper equipment or assistance, ~~lift heavy objects up to 100 pounds and perform other similar actions during the course of the workday.~~

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Employee Reasonable accommodation(s) for physical or mental disabilities an individual with a qualified disability will be considered on a case-by-case basis.

Est. December 2001
Rev. December 2019/bam