

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: WATER METER REPAIR TECHNICIAN

**PERSONNEL COMMISSION APPROVAL: JULY 21, 2021 (Revised)**

**COUNCIL APPROVAL: DECEMBER, 2001**

<b>JOB CODE:</b>	<b>0356</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBM</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>TECHNICIANS</b>

#### **JOB SUMMARY**

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

#### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Water Distribution Superintendent

#### **DISTINGUISHING CHARACTERISTICS**

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

#### **EXAMPLES OF ESSENTIAL DUTIES**

- Inspects faulty meters, determines whether they can be repaired or must be replaced
- Repairs or replaces residential and commercial water meters
- Installs, troubleshoots and programs Meter Transmission Units for AMI system
- Replaces 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,

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delinquent turnoffs, meter reading, loading and unloading of handheld devices and data entry to handheld equipment

- Assists with maintenance and repair of water mains, service lines, fire hydrants, blow-offs, air-vacs and other appurtenances as needed
- Closes service and main line valves, as required, to perform meter maintenance and replacement
- May be required to collect water samples, and perform basic water quality analysis and water quality flushing
- Maintains records of all meter work done and all parts used
- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours as needed
- Attends training; supports and actively promotes the City's safety programs
- Performs confined space entries and traffic control
- Identifies and corrects safety hazards
- Performs other related duties as assigned

*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 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
- AMI metering systems
- Proper operation and maintenance of pressure regulators and control valves
- Occupational hazards and safety precautions applicable to water meter maintenance and repair work
- National Pollutant Discharge Elimination System (NPDES) best management practices
- Underground Service Alert requirements and procedures

##### **Ability to:**

- Test and install meters
- Read and follow work orders and instructions

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- Use hand, power, and pneumatic tools
- Lift or move water meters and lids safely
- Follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Maintain accurate records
- Use a computer for data entry, MTU programming, ordering material, and creating reports
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

**Education:** High school diploma or equivalent certificate.

**Experience:** One (1) year of experience in water distribution system maintenance and repair, which includes installation, maintenance and repair of water meters.

**Certifications/License:** A valid California Class C driver license with an acceptable driving record at time of hire and throughout employment.

Grade 1 Water Distribution Operator Certificate issued by the California State Water Resources Control Board required.

#### **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**

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.

Work is primarily performed outdoors (field work) with exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical

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hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. Exposure to chemicals including but not limited to gasoline, diesel, chlorine, fluoride, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers, and non-restricted pesticides. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend. Requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. Required to wear protective apparel including hardhats, gloves, goggles, self-contained breathing apparatus (SCBA), respirators, face protectors, ear protection, aprons, coveralls, and steel-toed shoes. May be required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergencies within a reasonable time period.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. June 2021/pa