



Water Meter Service Mechanic

Job Specification
Classification: Competitive
Series: Meter
Level: 2 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Meter series and is responsible for performing all types of meter services. Responsibilities include replacing and repairing meters, testing meters, inspecting meters, answering questions of the public and addressing complaints, and providing work direction to less experienced staff. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Responds to work orders as generated by meter reader and customer complaints.
- Reads and inspects industrial and domestic meters and records readings in appropriate systems; completes assigned routes.
- Installs, maintains, and repairs water meters for residential, industrial, and commercial customers; determines equipment and tools needed.
- Tests and calibrates meters to ensure accuracy.
- Responds to calls of broken water mains and hydrants; locates and reports source of leaks and waste and repairs water lines.
- Performs field layout of water lines as required for various purposes, including notification to excavators of the location of water mains and services.
- Schedules vehicle maintenance for assigned vehicle and maintains log of use and repair.
- Maintains and updates records and reports for jobs completed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Water meters and billing machine operations;
- Water service lines and repair procedures;
- Customer service principles when helping with complaints from billing office;
- Department operations and functions;
- Meter installation, service, and testing procedures;
- City geography and assigned routes.

Ability to:

- Read water meters;
- Repair and replace water meters and water service lines;
- Write reports and keep logs of activities;
- Respond to customer and commercial service calls;
- Calibrate and test water meters for accuracy;
- Follow oral and written instructions, policies, and procedures;
- Keep logs of vehicle use and maintenance;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; **and**

- (A) Two (2) years of plumbing experience or experience in the repair, servicing and installation of mechanical water measuring devices; or
- (B) Two (2) years of experience as a mechanic or machinist in the repair of small parts mechanisms; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Licensing requirements: Valid NYS driver's license appropriate for the vehicles to be drive.

MINIMUM QUALIFICATIONS: For promotion:
2 years of experience working in the Water Department as a Water Meter Reader, Motor Equipment Operator, or Water Maintenance Mechanic.

SPECIAL NECESSARY REQUIREMENT: None

Classification history:

Revised: 4/19/2011