



## CLASS SPECIFICATION

Class Code: 3048  
Date Est: 11/88  
Last Rev: 12/2006  
Last Title Chg: 8/97  
FLSA: non-exempt

### WATER METER TECHNICIAN I

#### **DEFINITION**

Under general supervision, reads water meters and reports data to billing office; installs and replaces water meters and performs a variety of on-site adjustments to ensure appropriate recording of water consumption; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of full-time experience which demonstrated the ability to perform basic mathematical calculations, read, write, and work with the public; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license.

Must obtain a Nevada water distribution certificate level D-1 as set forth in NAC 445A.633 within one year of hire.

Must obtain a Nevada water distribution certificate level D-2 as set forth in NAC 445A.633 within two years of hire in order to be promoted to Water Meter Technician II. Failure to achieve the Nevada water distribution level D-2 within two years may result in termination of employment.

#### **SUPERVISION EXERCISED**

N/A

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level into the technician series that focuses on fieldwork.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Read meters manually or use a scanning device such as touch read or radio read to record customers' water consumption for periodic billing and establishing and terminating service.

Install new meters and repairs existing meters using wrenches and other tools when necessitated by such factors as leaks, complaints, erroneous readings, and new construction.

Manually dig to reach existing boxes, disconnect fittings, and replace meters.

Complete shut-off notices and post them at customers' residences to alert occupants of impending termination of water service if delinquent account is not rectified and conducts follow-up on delinquent accounts.

Test various meter reading units and repair as necessary.

Test and diagnose electronic transmitters (mxu) or meter reading devices and repair as necessary

Receive training in the testing and repair of water meters using a Ford Test Bench.

Assist Utility Workers in operations and maintenance of water systems on an as needed or emergency basis.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

The geography of the County including major streets and landmarks.

Department policies and procedures.

### **Ability to:**

Read parcel maps to locate customer residences.

Quickly and accurately read water meters and record data.

Operate a two-way radio.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Basic mathematics.

Safe working methods.

Basic computer skills.

Basic electronic skills.

### **Skill in:**

The use of basic hand tools.

The use of basic electrical diagnostic equipment.

### **Ability to:**

Deal courteously and diplomatically with the public.

Work independently.

Read and interpret installation and repair manuals.

Communicate effectively, both orally and in writing.

Follow written and oral instructions.

Develop effective and cooperative working relationships with coworkers and the public.

## **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend and kneel. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environments, temperatures, and weather conditions. Exposure to dust, dirt and construction materials.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001