

WATER METER MECHANIC

DEFINITION

To perform a variety of semi-skilled duties in the testing, replacement, repair and maintenance of water meters and related equipment and to perform customer services in connection with water service related problems

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Senior Utility Leader in the Customer Service section of the Water Maintenance Division.

ESSENTIAL DUTIES

1. Tests water meters in service with portable testing equipment for accuracy to determine if replacement and/or repair is necessary.
2. Removes water meters from service and installs replacement meters.
3. Cleans, disassembles, installs replacement parts and reassembles water meters.
4. Checks for faulty or leaking water meters and makes necessary repair or replacement in the field.
5. Operates stationary test equipment in the water meter repair shop and documents results.
6. Records repair actions and submits lists of parts to be ordered.
7. Cleans, re-sets or replaces water meter box installations in the field.
8. Replaces water meter glasses and meter register dials in the field.
9. Checks customer complaints of leaks to determine if they are in appliances or in the service.
10. Checks and follows up on customer complaints of water related problems such as high bills, taste, odor, dirty water and pressure.
11. Performs service turn-ons and turn-offs and emergency turn-offs for repairs.

ESSENTIAL DUTIES (continued):

12. Collects water samples for analysis and performs chlorine test in field.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Installation, maintenance, repair and testing procedures related to water meters.

Ability to:

- B. Recognize the different types of water meters and to know their operating characteristics.
- C. Inspect and diagnose malfunctions of water meters and related devices.
- D. Operate and understand the working principles of portable and stationary test equipment for testing water meters.
- E. Operate hand and power tools such as sandblaster and oxygen-acetylene torch.
- F. Meet and work effectively with the public and homeowners and fellow employees.
- G. Handle moderate amounts of paperwork such as daily time and activity work sheets and field reports.
- H. Perform mathematical computations involving calibrations and testing on water meters.
- I. Perform simple plumbing tasks related to water meter removal, repair, and replacement.
- J. Read street and utility maps.

EXPERIENCE AND TRAINING

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of full-time experience in the repair and installation of water meters or flow gauges and the use of related tools and testing equipment needed for the performance of this work in both shop and field locations.

Training:

Equivalent to completion of the eighth grade.

License or Certificate

Possession of a valid Class C California Driver's License upon appointment.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:
Ability to sit, stand, walk, kneel, crouch/stoop/squat, climb and lift from ten to seventy pounds and twist open large valves using a valve key; Work environment includes working outdoors and in confined work spaces.

PROBATIONARY PERIOD: six months

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APP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

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