

POSITION TITLE: WATER METER REPAIR WORKER
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER DIST./WW COLLECTION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Water Meter Repair Supervisor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for installing, testing and repairing water meters; handling meter complaints; and checking new construction for back flow prevention devices.

JOB RESPONSIBILITIES

- Installs water meters
- Tests water meters
- Repairs water meters
- Handles customer complaints
- Transfers customers in and out
- Completes paperwork and reports
- Performs vehicle maintenance
- Inspects new construction for proper water main protection
- Maintains inventory of meter parts and new meters
- Makes appointments to replace old/bad meters
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, use hands to finger/handle/feel, climb/balance, stoop/kneel/crouch/crawl, reach with hands/arms, and lift up to 100 pounds.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Knowledge of confined space entry procedures, back flow avoidance/remediation, and meter repair</p> <p>Ability to use fork trucks, test equipment, assigned vehicles, and miscellaneous hand tools</p> <p>Must maintain a valid Commercial Driver's License (Class B) and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to properly assign responsibilities to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p><i>Cognitive Skills</i></p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p>	<p>Ability to develop original, unusual, successful approaches</p> <p><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is primarily performed outdoors in prevailing weather conditions; incumbent has much (more than 2/3 of working time) contact with City citizens and the general public and is expected to frequently (1/3 to 2/3 of working time) work in awkward/cramped positions and handle heavy material.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>High school diploma or equivalent; Commercial Driver's License (Class B); Lift Truck certification; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.