

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

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Assistant Superintendent, Water Dist/WW Collection

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Water Meter Repair Worker

DIRECT: 1

INDIRECT: 0

POSITION FUNCTION

This position is responsible for day-to-day supervision of Water Meter Repair staff; installing, testing and repairing water meters; handling meter complaints; and checking new construction for back flow prevention devices.

JOB RESPONSIBILITIES

Runs contacts

Gets readings

Turns on/shuts off meters

Installs new meters

Changes old meters

Keeps inventory

Keeps records of 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, metering systems and meter repair</p> <p>Ability to use fork trucks, test equipment, assigned vehicles, and miscellaneous hand tools</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 keep clear and accurate records and reports</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</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 percent-</p>	<p>ages and decimals</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><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</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; 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.