### Position Title
**WATER METER REPAIR SUPERVISOR**

### Department
**PUBLIC UTILITIES**

### Division
**WATER DIST/WW COLLECTION**

### Reporting Relationships

<table>
<thead>
<tr>
<th>Assistant Superintendent, Water Dist/WW Collection</th>
</tr>
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<tbody>
<tr>
<td><strong>Position Reports To</strong></td>
</tr>
<tr>
<td><strong>Direct Reports by Title:</strong> Water Meter Repair Worker</td>
</tr>
</tbody>
</table>

**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

#### Occupational/Technical Skills
- Knowledge of confined space entry procedures, back flow avoidance/remediation, metering systems and meter repair
- Ability to use fork trucks, test equipment, assigned vehicles, and miscellaneous hand tools

#### Administrative Skills
- Ability to analyze and resolve situations and problems
- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to properly assign responsibilities to meet objectives
- Ability to handle multiple priorities and projects
- Ability to keep clear and accurate records and reports

#### Cognitive Skills
- Ability to deal with a variety of concrete variables in situations where significant standardization exists
- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to perform standard business arithmetic, including percent-ages and decimals

#### Communications Skills
- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to demonstrate attention to and convey understanding of the comments or questions of others

#### Interpersonal Skills
- Ability to use tact and discretion
- Ability to deal courteously and diplomatically with the general public
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors
- Ability to arrive at constructive solutions while maintaining positive working relationships

#### Leadership Skills
- Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals
- Ability to clearly assign responsibilities and tasks to others
- Ability to monitor progress and exercise control
- Ability to instruct and train staff
- Ability to provide performance feedback

### Description of Working Conditions

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.

### Experience and/or Educational Requirements

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. **Must obtain an OEPA Class I Water Distribution Certification within two years of hire.**
completed by the incumbent.