

OLIVEHURST PUBLIC UTILITY DISTRICT
WATER METER TECHNICIAN FOREMAN

DEFINITION

Under general direction, performs expert level skilled work involving the operation, reading, repair, and calibration of the District's water distribution metering systems. The Meter Reader (MR) obtains water meter reads for all commercial and residential customers at a designated location based upon a route; assists with assigning new meters to routes and reroutes as necessary; assess meters for defects; reports tampering and potential cross connection situations.

EXAMPLE OF DUTIES

- Guides employees in handling complex problems; oversees the testing, training, and meter replacement program.
- May supervise water break crew field activities during after-hour emergencies.
- Perform assigned rounds inspecting, monitoring and documenting plant and system operations by reading equipment gauges, dials, graphs, and other instrumentation.
- Assignments may include technical and/or functional supervision regarding water system operations as appropriate.
- Supervises and assists District employees on projects; instructs assigns and reviews work on said projects.
- Supervises the meter reading process; works with customer service to resolve complaints, meter reading errors, and system leaks; meet and respond to the public regarding water issues.
- The incumbent steps in as needed to backup employees in all aspects of work.
- Collecting samples for monthly and quarterly State reports.
- Perform basic maintenance on pumps, electrical and plumbing repair.
- Removal of old meters and reinstall new meters which may involve excavation, bolt cutting, and other labor.
- Install meter risers and manifolds to facilitate the accurate reading and future services of meters.
- Replace valves and water lines which may require excavation of damaged service line up to the main, replacement of meter box and cover, and removal of concrete sidewalk and damaged meter box.
- Complete service orders including final readings, special readings, service turn-ons and turn-offs, and a wide variety of requests from customers, and utility billing staff.

- Upload and download meter route readings and other data.
- Issue and print various billing and usage information, route assignments, services orders, and meter numbers.
- Read meters using hand-held computer to input data.
- Test all new meters and old meters; maintain inventory control of meters/mxu's.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The principles of water treatment plant operations and maintenance; operating principles of valves, pumps, motors, motor control panels, and other plant equipment.
- Basic laboratory tests for water.
- Safety and hazards associated with water treatment including confined space entry and chemical hazards.
- Regulatory requirements, e.g. Title 40, Code of Federal Regulations, Title 23, California Code of Regulations.
- The principles, practices, and regulations related to water treatment plant operations and maintenance.
- Billing procedures as related to meter reads.
- Principles of remote meter reading systems.

Skill in:

- Working with Business Office staff to resolve billing errors.
- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Effectively work with other employees, problems, or concerns.

Ability to:

- Respond to water quality concerns such as taste and odor.
- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Stay abreast of new products and procedures especially related to water meter technology.
- Use a personal computer and job-related software applications.
- Basic laboratory tests for water analyses.

- Operate Supervisor Control and Data Acquisition (SCADA), computer equipment to control and monitor flow of water treatment and processing chemicals through the treatment plant and water distribution system; monitor gauges and meters and record meter readings.

JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- Possession of State of California Grade I Water Treatment Operator I Certificate and ten (10) years of water related field work.
- High School diploma or equivalent.
- Possession of valid Class C California Driver's License.
- Must be insurable by District's auto liability insurer.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs. with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

MEMORANDUM

From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator



DATE : March 31, 2022

TO : Board of Directors

CC : John Tillotson

RE : Proposed Pay Rate for Water Meter Technician Foreman

Included in your board package is a draft position description for a Water Meter Technician Foreman

The proposed hourly range for this position is as follows:

Water Meter Technician Foreman	\$28.75	\$30.19	\$31.70	\$33.28	\$34.95
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