

## **METER SUPERVISOR**

### Definition

Under general supervision: supervise and perform repair and replacement of water meters, manage the meter shop, may be assigned standby duties subject to all conditions as established in the District's Rules and Regulations; and do related work as required.

### Examples of Duties

- Oversees the meter reading and repair service of the District.
- Answers complaints on readings, high water bills and noise in pipes.
- Orders meters and parts.
- Maintains inventory.
- Disconnects out-of-order meters, replaces damaged valves, replumbs meters.
- Checks meters on reading complaints.
- Collects delinquent water bills or seals off service.
- In the shop:
  - Tests meters for accurate flow
  - Maintains records and files.
  - Maintains District's Backflow Prevention Program involving, among other things, customer contact, inspection and testing of various devices.
  - Assists in carrying out District's Water Conservation Education Program involving, among other things, customer contact, inspection and giving notice of water use violations.

### Typical Physical Activities

- Operates District vehicles to travel between jobsites.
- Must be able to carry, push, pull, reach, grasp and lift equipment, parts and material weighing up to 60 lbs. daily, and occasionally up to 100 lbs.
- Stoops, kneels, crouches, crawls, climbs, during meter reading and repair.
- Works in an environment with exposure to dust, dirt, mud and water and significant temperature changes between heat and cold.
- Communicates orally with District staff and public in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.

## **Meter Supervisor**

### Special Requirements

Possession of a valid appropriate California drivers license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid AWWA California/Nevada Section Certificate for Backflow Prevention Device General Tester, or as required by the State of California, Department of Health Services. Possession of a valid AWWA California-Nevada Section Cross Connection Control Specialist Certification.

### Employment Standards

#### Knowledge of:

- Principles of supervision and training.
- Operation and repair of water meters and testing devices.

#### Ability to:

- Test, repair and replace water meters.
- Manage a meter repair shop.
- Deal courteously and tactfully with the public.

### Desirable Education and Experience

One year of experience in water meter installation and repair. Formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.