SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Meter Tech/ Reader

Revision Date:	02/06
EEO Function:	Utilities & Transportation
EEO Category:	Serv./Maint.
Status:	Non-Exempt
Control No:	30531

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Assistant Operations Manager and/or the Meter Reader Supervisor Crew Leader, performs skilled work pertaining to the operations, maintenance, and construction of the City drinking water system.

III. Essential Duties:

- Reads water meters throughout the City using the automated meter reading system.
- Responds to customer complaints regarding flooding, water service, and other related matters.
- Inspects, installs, and repairs water meters of various sizes.
- Turns customer water service on and off.
- Delivers notices to customers regarding water turn-offs.
- Coordinates meter problems with supervision and Utility Billing.

IV. Marginal Duties

- Raises meter lids and rings as directed.
- Completes work orders and various other records pertaining to work activities.
- Performs other duties as assigned.

V. Qualifications

Education: High School diploma or equivalent; valid Utah State Driver's License required; must obtain a UDOT flagging certificate within three months of hire; must become a certified Utah State Water Distribution Operator (Grade 2 minimum) within 1 year of date of hire.

Experience: Entry level, training position; experience or technical training in water works, equipment operation, construction or closely related area is helpful.

Knowledge of: Tools, machines, and equipment used in the operation, maintenance, and construction of the water system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state, and federal regulations; knowledge of, and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment and operations. Must be familiar with computer basic operations and Windows based operating systems.

Responsibility for: Moderate responsibility for the care, condition and use of materials, equipment, money and tools. Responsible for the reading, maintenance and repair of all water meters within the City.

Communication skills: Ability to furnish and obtain information from other departments; contact with other departments. Must be able to follow verbal and written instructions and communication from supervision. Must be able to communicate with tact and skill when dealing with the public.

Tool, Machine, Equipment Operation: Regular use of computerized equipment and handheld reading devices, telephone, calculator, hand tools, light dump trucks, utility trucks and pickup trucks.

Analytical Ability: Prioritize tasks, establish effective working relationships with employees and the public.

VI. Working Conditions:

Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes; constant bending, kneeling, stooping and walking; occasional lifting of up to 50 lbs; outdoor work in all types of weather; requires 24 hour on-call status for emergency situations; requires on-call status on a rotating basis, staying within reasonable response time and answering a beeper; seasonal shift work (including weekends and holidays) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.