



Job Description

Job Title: <u>Meter Technician</u>	
Reports to:	<u>Meter Operations Supervisor</u>

Direct Reports:
<u>None</u>

Pay Grade:	<u>1</u>
Does this position include access to sensitive confidential information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does this position include access to, or handling of, ACSA funds?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt
Background Check Required?	<input type="checkbox"/> Credit <input checked="" type="checkbox"/> Criminal <input checked="" type="checkbox"/> Physical <input checked="" type="checkbox"/> DMV

Position Summary:
<p>Performs responsible semi-skilled and clerical work in reading, repairing and replacing water meters. Checks for leaks and defective meters; does related work as required. Work is performed under the regular supervision of the Meter Operations Supervisor.</p>

Duties and Responsibilities:

Dimensions-	Tasks-	Effort-
Reading Meters	<ul style="list-style-type: none">• Locates and reads water meters on an assigned route and enters readings on a hand held device.• Cleans out flooded and buried meters; enters notes and comments on the hand held device of problems encountered on the route.• Disconnects and reconnects meters for non-payment.• Suggests changes to improve routing.	60
Process readings for billing	<ul style="list-style-type: none">• Downloads and Uploads routes to and from billing software and vice versa.• Completes edit reports by checking for leaks, broken meters, vacancies, misreads, etc... to ensure accurate billing.• Leaves high consumption/leak and Dear Occupant letters.	15
Customer Service	<ul style="list-style-type: none">• Answers general questions regarding billing and other utility related subjects.• Instructs the public on reading meters and calculating consumption for personal records.• Assists customers in locating their meters and how to check for leaks.• Performs service calls via work orders including connections and disconnections, installing meters for new construction etc...	15
Meter Maintenance	<ul style="list-style-type: none">• Replaces broken meters.• Changes out meters due to age.• Assists in repairing meters.• Assists in testing meters both in the field and in the shop.• Works in confined spaces.	10
Total		100

Qualifications:	
Education:	<u>High School or Equivalent</u>
Years of Experience:	<u>Less than 1 year</u>
Specialized Knowledge, Skills and Abilities (KSAs):	<p>General knowledge of the methods and procedures involved in the reading and repair of water meters; knowledge of general operational characteristics of water meters, good knowledge of the geography and street locations of the County.</p> <p>Ability to:</p> <ul style="list-style-type: none"> - Operate a variety of tools and equipment including vehicles, hand-held computers and hand tools - Understand and carry out written and oral instructions - Establish and maintain effective working relationships with co-workers and the general public - Learn the GIS system - Operate meter testing equipment - Utilize basic computer skills - Make simple math calculations rapidly and accurately <p>Two years of relevant work experience may be substituted for one year of formal education.</p>
Professional Licensures and Certifications:	Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia. CPR and First Aid certification.
Other Characteristics:	Good knowledge and understanding of all ACSA policies and procedures. Must be willing to work as part of a team to accomplish time sensitive work demands. Attends work regularly and adheres to policies and procedures regarding absences and tardiness.

Working Conditions, Exposures & Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, electronic handheld devices, calculator, copier, two way radio, and fax machine. Ability to maneuver in and out of vehicle all day. Ability to walk all day up steep banks, climbing fences, lifting meter lids (5 to 75 lbs), crawling under bushes, bending and stooping in meter vaults, and handling water meters (5 to 100 lbs), under varying climatic conditions. Possible exposure to animals, insects and reptiles of various kinds. Works in confined spaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Department Head Approval:	<input type="checkbox"/> Do Not Approve <input checked="" type="checkbox"/> By checking this box, I accept and approve this job description <hr/> Quin G. Lunsford <hr/> Director of Finance
Date Approved:	4/21/2014
Reviewed (HR to complete*):	4/21/2014