

MAINTENANCE WORKER / METER READER

Definition/Summary

Under general supervision, positions in the Maintenance Worker / Meter Reader classification read and record readings of water meters on an assigned route, performs a variety of routine and skilled work involved in building and grounds maintenance, receives stores and distributes materials and equipment at a central warehouse, perform general labor work in the maintenance, construction, and repair of District facilities and operate motor vehicles.

Essential Functions

- Reads residential and commercial water meters on an assigned route.
- Notes and reports readings that appear to be unusually high or low.
- Reports meter leaks and may replace broken meter lids.
- Receives and reports complaints.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Paints a variety of surfaces.
- Repairs interior and exterior building surfaces.
- Stocks inventory for building maintenance and maintains records of supplies.
- Assists with the installation, testing, and repair of meters.
- Assists with the repair of meter services such as valves, meter connections, angle stops, service pipes, and corporation stops.
- Performs field maintenance on meters by changing glasses, repacking stems, and rearranging boxes.
- Cleans weeds and bushes and trims trees on meter services.
- Assists with a variety of maintenance and repair on water distribution systems and lines.
- May check on customer complaints regarding low pressure, high pressure, and water quality.
- Cleans dead-end lines by discharging water until no apparent odor, taste, or color exists.
- Performs leak tests to locate leaks in service lines.
- Installs laterals.
- Shuts services off, seals services, and/or removes meters, as directed.
- Inspects, Cleans, washes, stocks and fuels District service vehicles.
- Performs trench excavation and backfill work.
- Performs concrete, asphalt, and pavement repairs.
- Operates pneumatic, hydraulic, and gasoline powered tools such as pavement breaker, clay spade, tamper, vibrator, and compactor.
- Performs brush clearing, weeding, and basic landscape maintenance.
Loads and unloads materials and equipment.

Other Duties

- Assists with general meter repairs.
- Completes meter repair orders.
- Performs related duties as assigned. Performs custodial duties as needed.
- Responds to emergency calls and responds to emergency repair requests.
- Reports needs to vehicle/equipment repairs and service.
- Collects water quality samples for laboratory testing.
- Shuts down main-lines in emergencies.
- Distributes customer notices.

Job Standards/Specifications

Knowledge of:

- Basic working principles of water meters.
- Basic mathematics and knowledge of units of weight and measures.
- Local Street names, locations, and geography.
- Proper work safety standards.
- Techniques and methods of repairing and maintaining buildings.
- Site and ground work.
- Troubleshooting and diagnostics for equipment and systems.
- Custodial work.
- Basic knowledge of materials and equipment used in water service installation, maintenance and repair work.
- Basic use of power tools and construction materials.

Ability to:

- Drive a vehicle safely.
- Follow oral and written directions.
- Perform variety of skilled and routine repair and maintenance tasks.
- Safely operate a variety of hand and power tools and equipment.
- Work under routine and emergency conditions.
- Understand and follow instructions and directions.
- Work independently without supervision.
- Communicate clearly both orally and in writing.
- Operate a computer and other office equipment.

Typical Physical Activities

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.

- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.

Environmental Factors

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. Education: Equivalent to graduation from high school and three years' experience in building and grounds maintenance and repair work including building construction, material handling, and building trades. Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: **Possess and maintain a State Water Resources Control Board, Water Distribution Operator 1 (D1) and a Water Treatment Operator 1 (T1)** as required by the California State Health Department. Certification(s) need to be finished and obtained either at date of hire or within the first year of employment.