

City of Chesapeake Class Title: Water Meter Technician III

Job Class Code: 3056	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise others and service water meters and associated components and equipment. The class is responsible for supervising others, inspecting, calibrating, and repairing meters and associated water system components, and performing administrative functions such as reporting, filing, and maintaining inventories. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Supervises crews by providing training, assigning and evaluating work, coaching and counseling, and disciplining as required.
- Inspects, calibrates, and repairs meters and associated water system components.
- Monitors and inspects confined spaces; evacuates gases and water as required.
- Maintains and issues parts and materials; inventories supplies and orders replenishments as required.
- Interacts with customers and the public, solving problems and resolving complaints; refers difficult problems to supervisor.
- Performs routine office tasks such as record keeping, reporting, answering phones, and other administrative tasks.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Computes or performs arithmetic operations using data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division; calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in electronics, electromechanical systems, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required.

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Special Requirements

Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 04/07/2020