

City of Chesapeake Class Title: Water Meter Technician IV

Job Class Code: 3060	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to assist with reading, servicing, maintaining, and calibrating water meters and associated components and equipment. The job class is responsible for performing meter maintenance and test procedures to calibrate large meters as set forth by (AWWA) American Water Works Association standards and guidelines to ensure billing accuracy, prevent revenue loss or overbilling, and ensure compliance with industry standards. The job class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Assists unit supervisor and performs administrative functions such as assisting with inventory control, meter shop maintenance and procedures, and acting as liaison with internal and external offices, vendors, or others; acts in supervisor's absence.
- Supervises crews by providing training, assigning and evaluating work, coaching, and counseling.
- Assists with reading, servicing, maintaining and calibrating water meters. Performs meter maintenance and test procedures set forth by (AWWA) American Water Works Association.
- Performs difficult and complex mathematical equations including applied calculus formulas to calculate comprehensive flow velocity and volume to ensure proper operation of flow measuring instruments.
- Installs and maintains more advanced electrical and electronic components including two-way radio communication hardware with all meters associated with (AMI) Automated Metering Infrastructure.
- Monitors, enforces, and evaluates unit safety program; reports discrepancies or safety violations.
- Interacts with customers and the public, solving problems and resolving complaints; refers difficult problems to supervisor.
- Performs routine office tasks such as data entry, record keeping, reporting, answering phones, and other administrative tasks.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses basic calculus and algebra involving variables and formulas; basic geometry involving plane and solid figures, circumferences, areas, and volumes; computes 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	Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, customers, and the general public.

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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 two years 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.
Special Requirements	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 09/16/20