

Job Class Code: 3053	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to lead others and read water meters, and service water meters and associated components. The class is responsible for leading crews, following prescribed routes, reading water meters, inspecting and repairing meters and associated water system components, and completing usage and other reports. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> • Leads crews by providing training, assigning and evaluating work, coaching and counseling, and disciplining as required. • Follows assigned routes to read and record water meter readings; performs special meter readings as assigned. • Inspects meters and associated components; removes, replaces, and repairs water meters and associated water system components; reports discrepancies as required. • Interacts with customers and public; delivers delinquency notices or other information as required; investigates and follows-up on customer complaints. • Maintains and issues parts and materials; inventories supplies and orders replenishments as required. • Operates vehicle to traverse assigned route; inspects vehicles and reports any malfunctions 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	Copies, transcribes, enters, or posts 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 semi-routine work solving occasional problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division; may calculate ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others making a few decisions affecting the individual and a few coworkers.

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 accounting or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three months 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 will be required.

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