



POSITION DESCRIPTION

Position Title	Water Meter Change-out/Utility Service Worker - for Water & Wastewater		
Reports to	Assistant General Manager	Section	
Salary Range	\$15.00- \$17.50	Job Category	Non-Exempt
Date Adopted	10/11/2017	Location	Field

Purpose:

Water Meter Change-out/Utility Service Worker is primarily responsible for meter installations or replacements. Laborer or Utility Service Worker must maintain a state operator's license or be directly supervised by a licensed operator.

Essential Duties and Responsibilities:

1. Assists with maintaining the Workplace Safety Program in conjunction with the managers/supervisors of all CCSUD departments.
2. Will be primarily responsible for proper meter installations or replacements.
3. Assists in the smooth and accurate flow of work orders issued to this position.
4. Assists in the adherence to safe and friendly work practices by all personnel assigned to the field operations.
5. Provides excellent customer service.
6. Performs any and all tasks as directed.

Essential Knowledge, Skills and Abilities

1. Education:
 - a. High School diploma or GED certification.
 - b. "D" Water certification preferred.
2. Experience:
 - a. Field/Utility work.
3. Skills:
 - a. Must have excellent communication skills both verbal and written.
 - b. Must have excellent organizational and planning skills; strong attention to detail and a high level of accuracy.
 - c. Must have excellent interpersonal skills, with the ability to interact with all levels of workers.
 - d. Must have a high level of capability to become totally proficient in the use of all of the tools required to do their job.
 - e. High degree of proficiency in problem analysis and assessment displaying good judgment and problem solving.
 - f. Must be self-motivated in order to complete job requirements without constant supervision.
 - g. Work and time management skills.
 - h. Information gathering and monitoring.
 - i. Initiative.
 - j. Integrity.
 - k. Adaptability.
 - l. Bi-lingual



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Work Environment and Physical Demands

1. Field environment. Work days: Monday through Friday. Hours: 8 AM – 5PM, except during emergencies and when requested by the Assistant General Manager, Office Manager, General Manager or the Board of Directors. This position requires on call hours and overtime.
2. Must have professional appearance, consistent with The Employee Manual.
3. This position will report to the Assistant General Manager

Disclaimer

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

<i>Prepared by:</i> <i>Mike Taylor</i>	<i>Approved by :</i> <i>George Patterson</i>	<i>Posted to all employees:</i>
<i>Date: 11 October 2017</i>	<i>Date:</i>	<i>Date:</i>