



<b>POSITION TITLE:</b>	<b>METER TECHNICIAN FOR WATER &amp; WASTEWATER</b>
<b>SALARY RANGE:</b>	<b>\$15 - \$23 / HOUR</b>
<b>JOB CATEGORY:</b>	<b>NON-EXEMPT</b>
<b>DEPARTMENT:</b>	<b>OPERATIONS - METER</b>

**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/replacements & readings
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 preferred
  - b. "D" Water license preferred or must be able to obtain within 1 year of date of employment
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

**Work Environment and Physical Demands**

1. Field environment. Work days: Monday through Friday. Hours: 8 AM – 5PM, except during emergencies and when requested. This position requires on call hours and overtime.
2. Must have professional appearance, consistent with The Employee Manual.
3. This position will report directly to the Meter Team Lead.

**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.