

PROCTOR PUBLIC UTILITIES

METER READER/WATER TECHNICIAN

FLSA Exempt Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of work activities to help maintain the City's water distribution system and utility billing; reads and records residential and commercial water and electric meters on an assigned route; installs and programs water meters and radios; turns water valves and winterizes fire hydrants. Assignments are generally limited in scope and contain fairly routine tasks. Serves on-call and responds to urgent and emergency situations.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

- Perform job tasks associated with the collection of consumption data from water and electric meters either manually or using a vehicle based and/or hand-held radio transceiver and computer.
- Read water meters and electric meters and accurately record readings into a computer; re-read meters to resolve complaints or get final readings.
- Determine location of meters on an assigned route.
- Ensure that property is returned to original state after consumption data is recorded (locking doors, turning off lights, returning items to original position).
- Perform water service turn-offs and turn-ons and notify customers of service interruptions and of the type of work being performed.
- Record and maintain a physical inventory of water system (main valves, service valves and hydrants) for mapping and repairs.
- Flush and winterize fire hydrants.
- Exercise water valves.
- Lower water service shutoffs (curb stops) and replace caps; restore excavation site, as necessary.
- Present a courteous and neat public image.
- Establish and maintain good relationships with the public, co-workers, Water Maintenance Contractors and the Public Works Department.
- Oversee Water Maintenance Contractor work to ensure compliance with company standards and safety practices.
- Respond to minor questions concerning water and electrical usage, billing, or other department functions and/or defer to office staff.
- Report meter misuse or theft of utilities to appropriate personnel.
- Perform limited/minor emergency repairs; respond to emergency calls at irregular hours.
- Identify and gather test samples from the water distribution system including, but not limited to, pH and chlorine tests for water leaks.

- Perform annual electrical and water meter inspections.
- Perform minor maintenance and repair of water meters and related equipment.
- Investigate trouble reports (“tree on line”, water leaks, meter issues, low water pressure etc).
- Attend safety, meter and water system related training, as necessary.
- Perform other duties as assigned or required.

KNOWLEDGE, ABILITY and SKILLS:

- Knowledge of the principles, practices and methods of water distribution operations.
- Knowledge of occupational hazards and standard safety practices.
- Ability to work independently, with minimal direct supervision.
- Ability to, with training, enter in and retrieve information using a vehicle-based or hand held radio transceiver and laptop.
- Ability to complete assigned duties in a timely fashion.
- Ability to read and understand plans, and drawings.
- Ability to accurately call in utility locates.
- Ability to operate and knowledge of maintenance of various motorized equipment and vehicles.
- Skill in the operation and use of various hand and power tools.
- Some knowledge of pipefitting.
- Ability to follow oral, written, and diagrammatic instructions and ability to convey information effectively in oral and written manner.
- Ability to establish and maintain good working relationships with co-workers and the public.
- Ability to read maps and find locations within the City of Proctor.
- Ability to convey information verbally and in writing.
- Ability to perform basic mathematical calculations accurately.
- Skill in establishing a repair and preventative maintenance program.

PHYSICAL REQUIREMENTS:

- Ability to walk and work outside year-round in all terrains and weather conditions (heat, cold, snow etc) for prolonged periods of time.
- Ability to access meters in confined spaces.
- Ability to routinely lift and carry a hand-held radio transceiver and laptop weighing up to 20 pounds but may be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 50 pounds.
- Ability to perform a variety of tasks for extended periods of time; bend, stoop, squat, kneel, crawl, reach, push/pull, twist/turn and shovel/dig; grasp and utilize repetitive hand movement.
- Ability to see in the normal vision range (with or without correction) sufficient enough to read computer screens and printed documents.
- Ability to hear in the normal audio range with or (without correction).

MINIMUM QUALIFICATIONS: High school diploma or equivalent **AND** three years of experience in water maintenance. Possession of a valid State of Minnesota class B commercial driver's license, or the ability to obtain said license within 90 calendar days of the date of initial hire and Minnesota class C driver's license. Possession of a Class D water distribution license, required within one year of appointment.

SALARY AND BENEFITS: The starting salary range for this position is dependent on qualifications. Proctor Public Utilities offers an excellent employee benefit plan which includes the following: health, dental, vision and life insurance, paid vacation and sick leave, paid holidays, a safety boot and clothing allowance, PERA pension plan, Health Care Savings Plan and access to a Deferred Compensation program and Flexible Spending Account.