

## **UTILITIES METER READER JOB CLASSIFICATION**

### **GENERAL FUNCTION**

Performs installation, maintenance and repair of water mains, taps and service lines, hydrants, blow offs, air relief valves, fire lines, backflow devices, meters, valves, reservoirs, electronic equipment and computer programs associated with meter operation. Assists billing and customer service. Maintains records on all maintenance and repair of distribution components to keep the City of Bremerton state required group 4 water system in compliance. Assists in keeping the City of Bremerton State fire rating class 3 in compliance.

**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES** (Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Sets up, documents and maintains a valve program to insure all water valves in our group 4 water system are quick and easy to identify and in the proper working condition. Task includes cycling of valves to insure proper operation, note and repair deficiencies, such as packing leaks, broken stems, valve boxes, install valve post markers and raising to road level valve boxes that are covered. Documents all work done on all valves in our group 4 water system, number of turns to shut down a valve. Updates valve pages with new water mains, new hydrants, services, markers, etc.

Assists the construction crew in the upgrade and maintenance of water mains, valves, hydrants, taps and service lines, blow offs, air reliefs, back flow devices and fire lines. Responds to call out for main breaks, service breaks, broken hydrants and all other emergencies. Assists the hydrant crew in assessing the condition and internal operation of a fire hydrant. Disassembles, cleans and repairs internal components and repair substandard components as necessary. Needle gun and paint hydrants as needed. Conducts pressure and flow test to document static pressure and amount of water volume.

Prepares and updates flushing manual. Contacts businesses and medical facilities twenty-four in advance of water main flushing. Contacts CenCom to notify flushing area. Isolates mains to keep clean source flowing in correct direction. Sets up and flow for hydrant, redirect water to prevent property damage and sweep area clean when done. Purposes of a flushing program is to maintain a clean and healthy distribution system.

Installs meters for new construction per work orders. Reinstalls meters per utility billing, and maintain radio read systems. Assists in disassembly, reassembly and testing of meters to be upgraded and read meters.

### **Other Duties**

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

## **KNOWLEDGE, SKILLS AND ABILITIES (Entry Requirements)**

### **Knowledge of:**

- ◇ Water main breaks using leak detection equipment.
- ◇ Water distribution maintenance: Organizational skills and ability to plan, schedule and coordinate various projects and relay pertinent information to coworkers.

### **Ability to:**

- ◇ Operate dump trucks, back hoes, vactor, hoe pack and all other construction equipment, transit, story pole and read a cut sheet.
- ◇ Read system maps, aerial photos, valve pages and operate inductive and conductive locators.
- ◇ Use of hydrant repair equipment, flow and pressure test equipment, leak detecting equipment.
- ◇ Assess and evaluate any situation.
- ◇ Repair service lines and meter and have knowledge of safe working practices.
- ◇ Be available after hours for standby, or emergencies to assist maintenance crews in repairs as needed.

## **QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)**

Any combination of education and experience equivalent to a High school diploma or G.E.D. and two years experience in utility construction or heavy equipment operation.

### **Special Requirements**

CDL Class A drivers license, Flagging/Traffic Control certification, CPR and First Aid certification. Confined space entry certification, Asbestos-cement pipe training and Hepatitis Vaccination series.

## **PHYSICAL REQUIREMENTS**

Physical strength and the ability to perform heavy manual labor under extreme weather conditions for an extended period of time, this includes, walking, standing, sitting, squatting, bending and crawling as well as reading, writing and communication with the crew.

## **WORKING CONDITIONS**

Work outdoors in varying weather conditions. Risk of physical hazard from mechanical and electrical malfunctions, traffic and exposure noise, fumes and chemicals. Perform heavy manual labor at various heights including underground in confined spaces and uncomfortable and dirty working conditions. Twenty-four hour standby. Respond to after hours customer concerns and emergency situations dealing with the water distribution systems.

## **LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

**Fair Labor Standards Act:** The classification is non-exempt under the laws of fair Labor Standards Act minimum wage and overtime provisions.

**Representation:** The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

**Civil Service:** The classification is included in the City's Civil Service System.

**Appointment and Removal Authority:** The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Civil Service Rules.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with approval by the Civil Service Commission, as the needs of the City and requirements change.