

METER READER - REPAIR MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work consisting of reading water meters and recording meter readings. In addition, the incumbent installs, removes, repairs water meters, and investigates complaints. Work is performed under general supervision. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Reads and records readings of water meters;
2. Reports violations to Plumbing Inspector on a daily basis;
3. Conducts high consumption leak checks for leaking valves, plumbing, etc.;
4. Takes apart, repairs, assembles, tests and installs water meters;
5. Replaces defective meters;
6. Resets and reseals meters;
7. Tests meter for possible wire defects and repairs;
8. Keeps records of daily readings, inventory, etc.;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation, installation, maintenance and repair of water meters; ability to read simple meters and measuring devices; ability to follow simple and written directions; ability to record simple figures accurately and to maintain legible written records; ability to make simple arithmetic calculations; ability to maintain simple accounts and records; mechanical aptitude; manual dexterity; good eyesight; dependability; courtesy and tact in dealing with the public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) One (1) year experience in the repair of small parts mechanisms;

OR: (B) Any combination of training and experience sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

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ADOPTED: 3/01/96