



## ***PARADISE IRRIGATION DISTRICT***

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**TO: Board of Directors**

**FROM: Kevin Phillips**

**DATE: 4/13/2018**

**RE: Meter Serviceperson Job Description  
04/18/2018 Board of Directors Meeting**

The District currently has a Meter Serviceperson position vacant. The current job description has a requirement for the applicant to possess an AWWA CA/NV section certificate for backflow prevention device testing. The District would like to change this to indicate the applicant shall obtain the backflow and D-1 certification within 18 months of hire date. This gives more opportunities for current employees to fill this position.

The recommended form of motion would be:

"I move approval to authorize revisions to the Meter Serviceperson job description."

## METER SERVICEPERSON

### Definition

Under supervision: to read water meters and record water ~~usage;~~ usage; to replace malfunctioning ~~meters;~~ meters; to repair and service meters; may be assigned standby duties subject to all conditions as established in the District's Rules and Regulations; and to do related work as required.

### Examples of Duties

- Covers regular route reading and recording numbers on mechanical water meters.
- Locates private residence meters in ground and records reading.
- Cleans meter box or glass where needed.
- Checks meter number against route book.
- Records new listings and malfunctioning meters for shop records or repair.
- Maintains and services truck.
- Disconnects out-of-order meters, replaces damaged valves, replumbs meters.
- Checks meters on reading complaints.
- Collects delinquent water bills or seals off service.
- In shop:
  - Rebuilds meters.
  - Tests meters for accurate flow.
  - Maintains records and files; assists with inventory and ordering.
- Inspect and test required backflow devices.

### Typical Physical Activities

- Operates District vehicles to travel between jobsites.
- Must be able to carry, push, pull, reach, grasp and lift equipment, parts and material weighing up to 60 lbs. daily, and occasionally up to 100 lbs.
- Stoops, kneels, crouches, crawls, climbs, during meter reading and repair.
- Works in an environment with exposure to dust, dirt, mud and water and significant temperature changes between heat and cold.
- Regularly uses a telephone for communication.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.

### Employment Standards

#### Knowledge of:

- Geographical locations and names of streets in the reading area.
- Tools and methods of small mechanical repair and plumbing.

## Meter Serviceperson

### Ability to:

- Read meters accurately.
- Learn meter repair and the operation of meter testing devices.
- Disconnect and install meters.
- Understand and follow oral and written directions, and work without close supervision.
- Perform heavy manual labor, often in inclement weather.
- Deal courteously and tactfully with the public.

### Desirable Qualifications:

Experience: One year of experience in work requiring mechanical aptitude and public contact.

Education: High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

### License Certificate Requirement:

Driver License: Possession of a valid appropriate California driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

~~Possession of~~ Obtain a valid AWWA California/Nevada Section Certificate for Backflow Prevention Device Tester and a D-1 Certification within 128 months of hire date.

**The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**