

Meter Shop Operations Manager
(\$6,378 - \$9,992)

Definition/Summary

This is a Management Unit position. Under direction of the Assistant District Manager, plan, organize, maintain, and oversee the Meter Shop daily functions and act as the District's cross connection control specialist. Perform a variety of technical and administrative support functions with leadership and customer service, and do related work as assigned.

Essential Functions

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Administers the district's Cross Connection Control Program.
- Track and coordinates backflow installations, maintenance and testing.
- Oversees all duties of the Meter shop including but not limited to Flow test, hydrant meter tracking and installation, MIU and meter reading and utility locating.
- Evaluates Meter shop employees
- Establish and maintain cooperative working relationships with other departments
- Ensures compliance with California state regulations and Title 17
- Coordinates with stand by personnel, customers, and customer service staff on emergency repairs involving backflow protection device for testing if necessary.
- Regularly communicates requirements with outside contractors and customers.
- Administers all software programs related to meter shop duties including but not limited to backflow management, Locating, job costing and service orders.
- Assures compliance and reporting to all state and local agencies pertaining to cross connection control.
- Administers a variety of training programs for meter shop employees.
- Resolves difficulties in the installation of meters and backflow protection devices.
- Ability to read and maintain meters and backflow prevention devices.

Other Duties

- Works with contractors on PID projects
- Assists in carrying out the Districts Water Conservation Education Program involving, among other things, customer contact, inspections and giving notice of water use violations.
- Other duties as assigned.

Job Standards/Specifications**Knowledge of:**

- Principles and practices of data processing systems, scheduling, and equipment utilization.
- Computer hardware and software
- Modern office methods, practices, and procedures
- Computerized accounting and service information systems
- Principles of supervision and training

- The District's basic operations.

Ability to:

- Plan, organize, coordinate.
- Supervise and evaluate employees.
- Deal courteously and tactfully with the public.
- Identify material and parts used in the installation of meters and backflow protection device.
- Adequately communicate with other departments to achieve goals.
- Use electronic mapping.

Typical Physical Activities

- Operates District vehicles.
- Stoops, kneels, crouches, crawls, and climbs.
- Sit or stands for extended time periods.
- Must be able to carry, push, pull, and lift parts and equipment weighing up to 60lbs.

Environmental Factors

1. Exposure to the sun: 25% of work time spent outside of a building and exposed to the sun.
2. Uses various forms of office equipment.
3. Occasionally works in outdoor environments with extreme heat and or extreme cold.
4. May be required to work in inclement weather.
5. Humidity: Work in areas with unusually high humidity.
6. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
7. Noise: Occasionally there are unusually loud sounds.
8. Exposed to slip, trip and fall hazards.
9. Works in or around areas with minor amounts of dust
10. Chemicals: Some exposure to cleaning solutions and chemicals.
11. Periodically walks on uneven terrain.

Desirable Qualifications

- Any combination of education and experience that would provide the necessary knowledge and ability to effectively perform required duties.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver's License issued by the State Department of Motor Vehicles. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Professional License: Possess or obtain, within one year of hire, Distribution Operator Certification Grade D-2 provided by the State Water Resource Control Board. Backflow Prevention Assembly Tester, Cross Connection Control Specialist provided by the American Water Works Association.

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.