

Meter shop Advisor
30 hour work week
Range 18

Definition

Under general supervision of the Meter Shop Operations Manager, provides assistance and training pertaining to meter shop duties and responsibilities. Handles customer service requests. Assists with backflow program.

Examples of Duties

- Check and test backflow devices for compliance.
- Locate district infrastructure.
- Records new listings and malfunctioning meters for shop records or repair.
- Disconnects out-of-order meters, replaces damaged valves, and replumbs meters.
- Seals meter/Locks out angle stop.
- Communicates meter and backflow repair requests to meter shop personnel.
- Checks meters on reading complaints.
- 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 20 lbs. daily.
- Stoops, kneels, crouches, climbs.
- Works in an environment with exposure to dust, dirt, mud and water and significant temperature changes between heat and cold.
- Regularly use a telephone for communication.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.

Employment Standards

Knowledge of:

- Principles of supervision and training
- Tools and methods of small mechanical repair and plumbing.

Ability to:

- Read meters accurately.
- Train other employees
- Understand and follow oral and written directions, and work without close supervision.
- Operate electronic device needed for meter reading
- Deal courteously and tactfully with the public and District personnel.

Desirable Qualifications:

Experience: Five years of working in the meter shop.

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.

Obtain a valid AWWA California/Nevada Section Certificate for Backflow Prevention Device

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.

Employee Name

Employee Signature

Date

Manager Signature

Date

Revised July 10, 2023