

METER TECHNICIAN

Description

JOB SUMMARY:

Under general supervision of the Public Works Director, the purpose of the job is to visually read all water meters accurately and efficiently monthly.

PRIMARY DUTY

- Reads water meters manually, accurately and in a timely manner.
- Enters water consumption data.
- Reads and records meter registers.
- Records data and confirms accuracy of readings.
- Performs manual work functions associated with meter reading and maintenance activities, which may include locating buried meters, removing old meters, installing new meters, testing meters, testing water line pressure, replacing parts, trimming/pruning shrubs/trees around meter boxes, removing/replacing meter box lids, cleaning meter parts/components, cleaning out meter boxes, removing pests/rodents from meter areas, digging/removing dirt/debris from meter boxes, digging ditches/trenches, shoveling materials, or lifting/moving heavy materials.
- Communicate with residents on a variety of subjects, not limited to meter reading.
- Responds to complaints of high bills, low water pressure, water leaks, or other situations; investigates complaints.
- Inspects meters and connections to identify location of problems.
- Re-reads meters to correct erroneous bills; reports leaks or other problems involving water services. Disconnects water service for termination of service, non-payment of bills, or other reasons; Connects/reconnects water service for new accounts, payment of delinquent bills, or other reasons. Interacts professionally and respectfully with the public, coworkers, and others in the course of daily work.
- Must report to work for duty outside normally scheduled work hours in response to natural disasters, emergencies or critical incidents as determined by City Administration.
- Perform all other duties pertaining to the Public Works Department.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to learn meter routes and ability to adhere to schedule with tie restraints.
- Knowledge of safety rules, procedures, and hazards for general outdoor work.
- Ability to walk long distances, carrying equipment necessary to read meters.
- Ability to work under routine and emergency conditions, sometimes in server weather.
- Ability to work unsupervised and to take initiative to complete assigned tasks.
- Ability to establish and maintain effective working relationships with other City employees and the public.
- Required to work any shift and on holidays and weekends as needed for scheduling purposes.
- Must be available to work on scheduled days off.
- May be required to work overtime to provide coverage for the department.
- Regular and consistent attendance of assigned work hours is essential.

MINIMUM REQUIREMENTS:

Requires High School diploma or GED equivalent or an equivalent combination of education.

Must possess and maintain a valid State of Texas Driver's License.

SALARY: \$12.00 - \$14.00 Hourly

Probation Period: This position is a six (6) months' probation period.

CONTACT: Janet Solis, Human Resources email: cc@surfsidetx.org

Company & Location: The Village of Surfside Beach, Surfside Beach, Texas, United States

Position Title: Meter Technician

Job Type: Part-Time