



San Juan Water District  
9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Meter Technician I/II Position Description

**Status:** FLSA Non-Exempt, Safety Sensitive  
**Supervisor:** Field Services Manager  
**Effective Date:** March 9, 2026

### **Supervision Received and Exercised**

**Meter Technician I** – Receives general supervision from the Field Services Manager and receives direct technical and functional supervision from Distribution Lead Worker and may receive technical & functional guidance from Meter Technician II/III. Does not provide supervision to others.

**Meter Technician II** - Receives general supervision from the Field Services Manager and receives direct technical and functional supervision from Distribution Lead Worker and may receive technical & functional guidance from Meter Technician III. May provide guidance or training to the Meter Technician I. Does not provide supervision to others.

### **Primary Function**

**Meter Technician I** - To perform basic water meter repairs, maintenance, testing, and reading of commercial and residential water meters and appurtenances. This is the entry-level classification in the Meter Technician series and is distinguished by the performance of more routine duties, more instruction and guidance.

**Meter Technician II** – To perform specialized water meter repairs, maintenance & testing including: calibrating, installing, maintaining, repairing, testing and cleaning of commercial and residential water meters and appurtenances. This is a journey-level classification in the Meter Technician series and is distinguished from the entry-level Technician I by the performance of more complex and responsible duties requiring independent judgement and decision-making.

### **Essential Duties** - *Duties may include, but are not limited to, the following:*

#### **Meter Technician I** -

- Test and repair water meters to ensure the accurate operation of water meters.
- Install new meters and repair and replace existing meters using wrenches and other tools when necessitated by such factors as leaks, complaints, erroneous readings, and exchanging meters.
- Manually dig to reach existing boxes, disconnect fittings, and replace meters.
- Read meters manually or use a scanning device such as touch read or radio read, to record customer's water consumption for periodic billing and establishing and terminating service.
- Read and record District facility meters.

- Read and record District wholesale meters where interest exists with wholesale agency customers.
- Test, diagnose, and replace electronic transmitting devices when problems occur.
- Identify and report unusual meter conditions, defects, leaks and/or suspicious conditions, including unauthorized connections.
- Minor maintenance and clearance of areas around meter boxes, including manually removing shrubs, trees as needed.
- Mark meter locations and other identifiers on pavement and meter box lids using waterproof paint.
- Provide notifications, assist with shutoffs, and interact with District customers in a positive manner.
- Comply with the California Department of Public Health Code of Regulations, Title 17 and Title 22.
- Comply with CalOSHA safety regulations and the District's IIPP program.
- Comply with NPDES permit regulations.
- Comply with SWPPP regulations.
- Identify and repair leaks.
- Operate light equipment.
- Work independently in the absence of on-site supervision performing essential duties.
- Use and operate hand tools, mechanical and power tools and other equipment required for the work in a safe and efficient manner.
- Set up traffic control devices prior to the performance of street activities, direct and control traffic around work sites.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Assist Distribution Operator's in operations and maintenance of water systems on an as needed or emergency basis.
- Perform emergency response duties in accordance with State regulations for Special Districts.
- Perform other related duties as assigned.

Meter Technician II – In addition to the basic duties for the Meter Technician I above, the Meter Technician II duties may include, but are not limited to, the following:

- Serves as a backup to the Meter Technician I to read meters manually or use a scanning device such as touch read or radio read, to record customer's water consumption for periodic billing and establishing and terminating service, read and record District facility meters, and read and record District wholesale meters where interest exists with wholesale agency customers.

### **Minimum Qualifications**

#### **Meter Technician I -**

##### *Knowledge:*

- Basic math.
- Basic uses and purposes of general construction tools and equipment.
- A working knowledge of computer systems and programs including Microsoft Office (Outlook, Word, Excel).

- Principles and practices of customer service.
- Safe work practices.

*Ability to:*

- Learn to safely & efficiently operate and maintain field operations equipment and tools.
- Learn to prepare and maintain simple records of scheduled work.
- Initiate and maintain effective safety practices.
- Deal tactfully and courteously with the public.
- Establish and maintain effective working relations with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Learn District's maintenance computer program.

*Experience and Education:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

- Equivalent to graduation from high school.

Experience:

- Exposure to working with the public.
- Some experience reading and maintaining utility meters is desirable.

*License or Certificate:*

- Possession of a valid California motor vehicle operator's class C license.
- Possession of a Grade I Water Distribution Operator's Certificate issued by the State of California Department of Public Health within six months of hire or promotion, and a Grade II Water Distribution Operator's Certificate within one and half years after obtaining position.

Meter Technician II –

In addition to the qualifications for the Meter Technician I, the Meter Technician II should possess the following:

*Knowledge:*

- Proficient in the uses and purposes of general construction tools and equipment.

*Ability to:*

- Independently operate and maintain field operations equipment and tools safely & efficiently.
- Independently prepare and maintain more complex records of scheduled work.
- Initiate and maintain effective safety practices.
- Deal tactfully and courteously with the public.
- Establish and maintain effective working relations with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Working knowledge and understanding of the District's maintenance computer program.

*Experience and Education:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

- Equivalent to graduation from high school.

**Experience:**

- Experience working with the public.
- Experience reading and maintaining utility meters.
- 1 year experience performing duties equivalent to Meter I with SJWD.

***License or Certificate:***

- Possession of a valid California motor vehicle operator’s class C license.
- Possession of a Grade II Water Distribution Operator’s Certificate issued by the State of California Department of Public Health prior to appointment as Meter Tech II.
- Backflow Tester Certification.

**Physical Capabilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

| <i>Physical Requirements</i>       | <i>Rarely<br/>(0-12%)</i>                                    | <i>Occasionally<br/>(12-33%)</i> | <i>Frequently<br/>(34-66%)</i> | <i>Regularly<br/>(67-100%)</i> |
|------------------------------------|--|----------------------------------|--------------------------------|--------------------------------|
| Seeing                             |  |                                  |                                | ✓                              |
| Hearing                            |  |                                  |                                | ✓                              |
| Standing/Walking                   |  |                                  |                                | ✓                              |
| Climbing/Stooping/Kneeling         |  |                                  |                                | ✓                              |
| Lifting/Pulling/Pushing            |  |                                  | ✓                              |                                |
| Approximate Maximum Weight to Lift |  |                                  | 90 Pounds                      |                                |
| Fingering/Grasping/Feeling         |  |                                  |                                | ✓                              |
| Describe Working Conditions        | 10 Percent Indoors, 90 Percent Outdoors in Inclement Weather |                                  |                                |                                |