



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

## Meter Technician III Position Description

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

### **Supervision Received and Exercised**

Receives general supervision from the Field Services Manager and works with minimal supervision and guidance from the Distribution Lead worker. May provide direction, training, and guidance to Meter Technicians I/II. Does not provide supervision to others.

### **Primary Function**

Serves as a technical resource by addressing complex technical issues through both field and administrative work. Key responsibilities include: performing field work; prioritizing and assigning daily workloads in collaboration with the Distribution Lead; maintaining accurate meter-related inventory records; researching and recommending new metering technologies; and provide technical guidance and support, ensuring staff proficiency and effective problem solving. This is a senior-level classification in the Meter Technician series and is distinguished from the entry-level Technician I/II 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:*

- Evaluate needs and develop a strategic plan for meter installations for future fiscal years.
- Oversee quality assurance and quality control processes for the meter program.
- 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.
- Serves as a backup to the Meter Technician I/II 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 interties exists with wholesale agency customers.
- May assist in more complex technical problems and escalated customer issues.
- 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.
- Provide notifications, assist with shutoffs, and Interact with District customers in a positive manner

- Draft more complex reports related to meter operations.
- 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.
- 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.

### **Minimum Qualifications**

#### *Knowledge:*

- Basic math.
- In depth knowledge of uses and purposes of general construction tools and equipment.
- Working knowledge of computer systems and programs including; Microsoft Office (Outlook, Word, Excel).
- Principles and practices of customer service.
- Safe work practices.
- Working knowledge and understanding of the District's maintenance computer program.

#### *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.

#### *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.
- 3 years' experience performing duties equivalent to Meter II with SJWD.

***License or Certificate:***

- Possession of a valid California motor vehicle operator's class C license.
- Possession of a Grade III Water Distribution Operator's Certificate issued by the State of California Department of Public Health prior to appointment as Meter Technician III.
- 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 (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (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			