



San Juan Water District

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

Meter Maintenance Technician

Position Description

Status: Non-Exempt, Safety Sensitive

Supervisor: Field Services Manager

Effective Date: January 27, 2022

Supervision Received and Exercised

Receives general supervision from the Field Services Manager and receives immediate technical and functional supervision from the Distribution Lead Worker. Does not provide supervision to others.

Primary Function

To perform specialized water meter repair, maintenance, & testing including: calibrating, installing, maintaining, repairing, testing, and cleaning of commercial and residential water meters and appurtenances.

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

- 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 interties exist with wholesale agency customers.
- Test various meter reading units and repair as necessary.
- 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 brush, trees, and shrubs 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
- Research and assist in the evaluation of meters and meter reading equipment.
- Perform water audits by zones as directed.
- Draft simple 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 related duties as assigned.

Minimum Qualifications

Knowledge of:

- 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.
- District's maintenance computer program.

Ability to:

- Learn to 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.

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 II Water Distribution Operator's Certificate within one year after obtaining position.

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			