

Town of Provincetown, Massachusetts
GRADE 6 AFSCME UNION POSITION
DPW Water Department Water Meter Reader/Repairer Job Description

Definition:

Skilled manual work in reading and repairing water meters; tests cross connection/backflow devices throughout the system, all other related work as required.

Distinguishing Characteristics:

Works under the direct supervision of the Water Supervisor and general supervision of the Water Superintendent.

Performs routine duties requiring judgment and discretion in dealing with the public while acting in accordance with established procedures.

Has daily contact with the general public requiring courtesy and discretion; has frequent contact with other DPW divisions.

Errors could result in improper billing for water service, inefficient water distribution, and labor and materials to correct damage to buildings and equipment.

Light to moderate physical effort required in reading and repairing meters under physically cramped conditions, often with exposure to inclement weather; moderate to strenuous physical effort occasionally required for repair and service work.

Examples of Work:

Observes and records meter readings in homes and business establishments for billing purposes; Uses electronic devices to gather meter data including laptop computers, tablet computers, and other modern water meter technology as required, enters readings in log books as required for billing; notifies superior of situations requiring special attention.

Performs water turn-ons and turn-offs as required; performs final readings on accounts.

Installs and repairs water meters in basements, crawlspaces, and underground meter pits locates and repairs leaks in water service lines.

Works with skilled laborers/Water Distribution Technicians to perform service and repair work such as installing services, mains, hydrants and valves as required.

Tests backflow prevention devices throughout the system and maintains/submits accurate test records. Informs Supervisor/Superintendent of cross connection device failures/problems.

Plows snow in winter when required.

Performs similar or related duties as required or as situation dictates.

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Required to participate in emergency on-call rotation (stipend).

RECOMMENDED QUALIFICATIONS

High School Diploma; six months to one year experience in some phase of water division activity; or any equivalent combination of education and experience. Must have the ability to comprehend simple mathematical calculations.

Knowledge, Ability and Skill:

Ability to maintain accurate and legible records. General knowledge of water department operations, maintenance practices, and procedures. Ability to work independently. Ability to interact with the public tactfully and effectively. Ability to perform moderate physical labor under inclement weather conditions. Possession of a Class D motor vehicle operator's license required. Must obtain a Class B motor vehicles operator's license within one year of employment. Must possess Massachusetts DEP Cross Connection Tester License, or obtain within one year of employment. Must obtain Massachusetts Drinking Water Operator License grade D-1 within one year of employment.