

## JOB DESCRIPTION

**Job Title:** Water Meter Technician I  
**Reports To:** Administrative Services Manager  
**FLSA Status:** Non-Exempt  
**Department:** Administrative Services  
**Date:** April 1, 2013

**Salary Range:** TBD

### Summary:

Install, disconnect, read, maintain, and repair water meters in Aqua's water distribution system.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Read residential, commercial, and industrial water meters, both electronic and manual. Read electronic water meters using meter reading computer.
- Learn meter reading routes for both commercial and residential customers.
- Disconnect and reconnect meters as directed by supervisor.
- Install, repair, and replace the electronic components of the water meters used in the automated meter reading system.
- Check meters to determine if maintenance is required.
- Perform visual inspections of meters, identifying any potential tampering or improper functioning issues. Check for leaks at meter connections.
- Work to resolve customer account discrepancies at the meter site and leave notices at customers' locations.
- Provide data to Customer Service to clarify customer billing issues.
- Receive, process, and close electronic work orders.
- Locate and report water leaks in distribution system.
- Respond to call-out and on-call duties as necessary.
- Perform tasks as designated by supervisory personnel.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Experience:

High school diploma or general education degree (GED); three (3) to six (6) months related experience and/or training; or equivalent combination of education and experience.

### Language Ability:

Ability to read and comprehend simple written procedures and instruction manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

### Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and

interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

**Other Knowledge, Skills, & Abilities:**

Ability to operate instruments for acquiring GPS coordinates and associated data.

**Certificates and Licenses:**

Valid State of Texas Driver's License.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock and vibration. The employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands 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 the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk, stand, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee may regularly lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.