

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: METER TECHNICIAN (Job Code 606).

GENERAL STATEMENT OF JOB

Under general supervision performs technical work relating to disruption and restoration of water service. Work includes manual recording of meter reading, leak detection and meter installation and removal. Work is reviewed through observation and adheres to established policies and procedures.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Ensures the safe operating conditions per work site, i.e., traffic hazards.

Operates motor vehicle and maintains service schedule of such vehicle.

Disconnects and restores water service as directed.

Inspects meters for damage or tampering of water meter and informs supervisor accordingly so necessary actions may be taken.

Removes and replaces meters as directed.

Verifies meter reading on high consumption request and reports any leaks to superior.

Functions in an on-call capacity, taking customer complaints and calling designated personnel for emergency repairs.

Uses small hand tools in designated tasks.

Assist supervisor in all tasks as directed.

Excellent customer service skills under normal and adverse conditions.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED, supplemented by experience in the removal and installation of water meters. Possess and maintain a valid State of Florida Driver Class E License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate weight to heavy (20-50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear). Must be able to communicate via 2-way radio.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the practices and materials utilized in the installation and removal of water meters.

Knowledge of the hazards and safety precautions of the work.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date