



## Board of Public Utilities City of Cheyenne, Wyoming

### METER MAINTENANCE TECHNICIAN 1

Division: **Operations & Maintenance**                      Class Code: **3523**  
Revised Date: **September 2019**                      FLSA Status: **Non-Exempt**

#### **GENERAL PURPOSE:**

Performs a variety of basic, semi-skilled and skilled technical work to maintain the Board of Public Utilities (BOPU) water flow metering systems, sub-assemblies, and components; performs field inspections and repairs; assists water cross-connection control technician as needed to meet work load demands; provides quality customer service to residential and commercial customers.

#### **DISTINGUISHING CHARACTERISTICS:**

The Meter Maintenance Technician 1 is the apprentice classification. Under general direction from more senior technicians or Lead Meter Maintenance Technician, performs a variety of basic, semi-skilled and skilled duties in maintenance and repairs to the water flow metering systems, sub-assemblies, and components; performs work in a somewhat independent manner, may provide basic training and direction for less senior Meter Maintenance Technicians and is responsible for activities occurring during their work shift that fall within skill level and scope of authority; advances to Meter Maintenance Technician 2 after gaining experience and knowledge, obtaining required certification and demonstrating job proficiency.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Performs scheduled and unscheduled maintenance work on water flow metering systems, sub-assemblies, and components.
- Identifies and troubleshoots problems with water flow metering systems; Inspects, tests, repairs, replaces and installs meters and remote meter read systems; operates and identifies problems with meter pits, curb stop valves, rods, boxes, and other components.
- Timely reports to scheduled appointments and provides flow meter services; communicates and advises residential & commercial property owners/representatives with information regarding service provided and any follow-up work needed.
- Tests water pressure and meter accuracy for residential, commercial customers; repairs and replaces components as necessary.
- Completes daily work log, incident and accident reports, and records of services performed.
- Works on assigned projects, and makes appropriate decisions based on work experience; notifies supervisors of repair problems beyond the scope of authority.
- Operates vehicles and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair.

## **JOB DESCRIPTION**

### **Meter Maintenance Technician 1**

- Maintains work areas, tools, vehicles, and equipment in a safe and orderly condition and in accordance with all safety regulations and procedures; inspects, cleans and performs routine maintenance on buildings, vehicles, equipment, grounds, and property; identifies and reports problems requiring additional repair and notifies supervisor of problems beyond scope of authority.
- Cross-trains in the use of specialized tools, Electronic test equipment and work methods; trains other employees as required.
- Follows all safety rules and regulations, and closely follows verbal and written instructions; reports safety hazards, equipment problems, security issues and emergency situations.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School diploma or GED equivalent; AND one year experience in mechanical maintenance and repair or water flow meter repair and maintenance in a water utility function, OR an equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

- Driver's license valid in Wyoming with good driving record.
- Must pass Level 1 Water Distribution System Operator test from Wyoming Department of Environmental Quality (WDEQ) within two years of hire.
- Depending on the needs of the BOPU, other job specific training and certifications may be required.

#### **Required Knowledge of:**

- BOPU and Division policies and procedures.
- Federal, state and local laws and regulations governing water distribution systems, including United States Environmental Protection Agency (US EPA) and WDEQ standards.
- Federal, state and local safety rules and regulations; Occupational Safety and Health Administration (OSHA) requirements, safe work practices and safety precautions common to water utility maintenance functions to include confined space entry.
- OSHA Material Safety Data Sheets (MSDS) for hazardous and non-hazardous chemicals in the work place.
- Meter maintenance and repair methods, procedures, and techniques.
- Tools and equipment used to maintain and repair water flow meters and meter reading components.
- Safety standards and rules and regulations for operating motorized vehicles and equipment.
- Mathematics used in problem solving related to water flow meters and components.
- Computers and software related to job functions.

#### **Required Skill in:**

- Diagnosing and performing maintenance and repair work on mechanical equipment.
- Using specialized tools and equipment to perform testing and repair work.
- Effectively diagnosing repair problems on water flow meters, sub-assemblies and components.
- Recording and maintaining accurate service and related records.
- Making routine operating adjustments and repairs to assigned equipment.
- Interpreting and applying technical standards.
- Identifying unsafe conditions and mechanical problems.
- Dealing tactfully and courteously with the general public.
- Following safe work practices.
- Closely following verbal and written instructions and procedures.

## **JOB DESCRIPTION**

### **Meter Maintenance Technician 1**

- Locate and identify water service valves and curb stops.
- Establishing and maintaining effective working relationships with co-workers, customers and the general public.
- Effective verbal and written communications.

#### **Working Conditions:**

**Work Environment:** Work is performed in a mechanical repair and maintenance facility, residential homes, and commercial buildings; work is also performed outdoors in all weather conditions; frequent travel within the City in all weather conditions is required; performs meter maintenance work in meter pits, crawl spaces, vaults and confined spaces; frequent exposure to fumes, odors, dusts, mists, gases; occasional exposure to uncomfortable and dirty conditions that include bugs, spiders, animals, and feces.

**Physical Demands:** Demanding physical work requiring standing 40%, walking 40% and sitting 20% of the time; lifting 50-100 pounds, carrying up to 30 pounds and pushing and pulling up to 50 pounds; high level of manual dexterity required to use hand tools and operate controls; constantly requires stooping, kneeling, crouching, handling, and using fingers; frequently requires climbing, crawling and feeling; specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; ability to differentiate colors (wire colors). Constantly required to hear equipment operation and ordinary conversations and to verbally communicate with other staff and customers.