

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Meter Services Technician II		
<b>Job Code:</b>	ST5530	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	507	<b>Date Reviewed:</b>	04/24/2021
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	10/07/2023

### GENERAL SUMMARY

Performs a variety of technical and manual labor tasks associated with the installation, maintenance, and repair of water meters. Responds to customer concerns and inquiries in a timely and efficient manner. Troubleshoots all operating functions of the advanced metering infrastructure such as advanced metering infrastructure (AMI) systems. Assists upper level meter service technicians and supervisory staff with tasks as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Performs installation and preventative maintenance on 1.5"-2" water meters, endpoints (radio transmitter), pipe fittings, valves, meter boxes and lids.
2. Programs connection of meter and endpoint to radio network and configures route and cycle information.
3. Performs complex water services field investigations in response to customer inquiries, inspects condition of 1.5"-2" water meters and pipe fittings for installation, repair, or replacement. Identifies and reviews resource needs with appropriate management staff.
4. Assists in the installation and preventive maintenance on 3" and above water meters.
5. Assists in water meter projects performed by in-house staff and/or contractors.
6. Creates and completes electronic work order assignments. Confirms that all necessary information is included on the work order including accurate meter, register and smart point information.
7. Assists in monitoring and evaluating quality, responsiveness, efficiency and effectiveness of assigned field operations methods and procedures.
8. Assists in training Meter Services Technician I.
9. Assists in inspecting of maintenance, construction, repair and operational activities.
10. Assists in conducting inspections of Meter Services Technician I vehicles and tools.
11. Communicates Meter Services Technician I productivity, operational needs, and other job related issues to Senior Meter Services Technician and/or Crew Leader.
12. Monitors work area to ensure a safer working environment. Follows established safety policies and procedures.

13. Assists with special projects and performs other duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Water distribution systems.
  - Materials, methods, practices, tools and equipment used in meter installation and maintenance operations (valves, meters, radio endpoints, meter boxes, and lids).
  - Operational characteristics, services, and activities of AMI systems.
  - Methods and techniques for inspecting electronic and electrical circuits.
  - Mathematical principles (volume computation, unit conversions, measurements, and distance).
  - Microsoft Office.
  - Geographic Information Systems (GIS).
  - Water standards and detail drawings.
  - Safety precautions and practices as applied to Meter Services operations.
  - Pertinent Federal, State and local laws, and regulations and policies.
  - General departmental policies and regulations.
- **Skill in:**
  - Exceptional customer service.
  - Professional and effective communication.
  - Accuracy and attention to detail.
  - Organization and time management.
  - Operation and utilization of assigned equipment.
  - Observation, problem solving and decision-making.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Investigate, Identify and repair 1.5"-2" water meter malfunctions and leaks.
  - Install and/or replace meters and equipment used in 1.5"-2" meter maintenance operations.
  - Operate (open/close) 1.5"-2" water valves.
  - Investigate water consumption on residential and small commercial meters (volume computation, unit conversions, measurements, and distance).
  - Activate and troubleshoot AMI equipment.
  - Diagnose communication and signal strength issues.
  - Operate tools of the electrical and electronic trade.
  - Test, diagnose and repair electronic and radio circuitry.
  - Operate and maintain a variety of hand/power tools and equipment.
  - Manage time and prioritize workload effectively.
  - Produce high quality work under minimal supervision.
  - Understand and follow written and oral instructions.
  - Drive safely and observe all traffic laws.
  - Adhere to safety procedures and proper use of safety equipment at all times.
  - Interpret and explain applicable policies and procedures.

- Proficiently use computer, various software, smart phone, and tablet.
- Establish and maintain effective working relationships.
- Understand and Interpret engineering plans.
- Assist in inspecting work quality and providing training.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and two (2) years of increasingly responsible water meter repair, installation, and reading experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Possession of, or ability to obtain, within six (6) months of employment, a Class C Water Distribution certification from the State of Texas.

Must be able to work rotational on call, after hours, including evenings, weekends, holidays and overtime as needed.

This position is considered essential to services that must be carried out during inclement weather or disasters and will be required to report to work during these times.

Must be able to pass a drug test and physical prior to job placement.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

Requires working outdoors in all-weather environments including wind, rain, snow, extreme cold, or high heat, fumes, etc.

Frequently exposed to dangers related to plants, animals, insects, spiders, and snakes.

## **PHYSICAL DEMANDS**

*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 the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds

of force constantly having to move objects. This includes but is not limited to cases of water meters, registers, and automated metering supplies, tools, equipment, etc.

Duties require mobility to work out in the field.