

Excellent Employment Opportunity

The City of Cayce Utilities Department currently has the following position available:

METER TECHNICIAN I \$14.65 - \$17.31 DOE

Performs tasks involved in the operation and maintenance of the City's water system. Primary tasks are reading water meters and recording volume used by residential and commercial customers using a handheld Itron micro-computer. Inspects meters and connections for defects, damage and unauthorized connections, indicates irregularities on forms or on the Itron micro-computer unit for necessary action by servicing personnel, reports meter tampering or illegal use. Verifies readings to locate abnormal consumptions and performs other meter related duties as necessary. Plugs/unplugs sewer.

Requires high school diploma or GED and previous meter reading experience. **Must possess a valid SC driver's license with a good driving record.**

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.caycesc.gov. **A valid SC Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required.** EOE



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|-----------------------------|----------------------------------|------------------------|----------------------|
| Job Title: | Meter Technician I | Department/Loc: | Water Billing |
| FLSA Classification: | Non-Exempt | Date Drafted: | August, 2015 |
| Reports To: | Customer Accounts Manager | Classification: | 105 |

Position Summary

The purpose of the class is to maintain and read water meters throughout the City. The class is responsible for installing, monitoring, repairing and reading water meters. The class works according to set procedures under direct supervision.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.
- Reads water meter boxes and records volume used by residential and commercial consumers; records meter reading on hand-held micro-computer.
- Inspects meters and connections for defects, damage and unauthorized connections; indicates irregularities on forms for necessary action by servicing department; reports evidence of water meter tampering or illegal usage.
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Calibrates and installs water meters.
- Repairs water leaks at the meter.
- Installs water meter washers and back flow devices.
- Replaces broken or damaged water meters.
- Pumps out meter pits.
- Performs inspections of back flow prevention devices ensuring proper installation.
- Connects/disconnects water service.
- Plug/Unplug Sewer.
- Provides assistance to crews engaged in repairing City water/wastewater lines.
- Uses appropriate protective equipment and observes safe operation of vehicles/equipment.
- Prepares required records such as vehicle maintenance records, time sheets, daily reports, etc.
- Performs general preventative maintenance on equipment/trucks such as checking fluid levels, tire pressure, etc.; ensures trucks and equipment are kept clean and in proper operating condition.

Position Responsibilities - Non-Essential/Other

- Other duties as assigned

Essential Skills and Experience

- Requires a minimum of six months as a field crew member, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Must possess a valid South Carolina driver's license.
- Experience speaking or signaling to people to convey or exchange information of a general and technical nature.
- Requires entering data or information.
- Requires serving others such as customers, attending to their requests and exchanging information with them.
- Requires handling or using tools, or equipment requiring moderate instruction and experience such as water meter boxes, back flow devices and micro-computers; may repair water meter boxes and back flow preventive devices.
- Requires performing semi-routine work with occasional problems.
- Requires performing basic addition and subtraction.
- Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.
- Requires performing manual tasks prescribed by standard practices but which may require computation, the use of several procedures and the use of independent judgments with obvious choices; requires normal attention for accurate results.
- Requires being responsible to guide others requiring a few decisions, affecting the individual and a few co-workers; work in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

Beneficial Skills and Experience

- Greater than six months as a field crew member, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Mental & Physical Demands - ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Constantly | • Reach Above Shoulder | Constantly |
| • Walk | Constantly | • Climb | Constantly |
| • Stand | Constantly | • Crawl | Constantly |
| • Handling | Constantly | • Squat or Kneel | Constantly |
| • Reach Outward | Constantly | • Bend | Constantly |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Constantly | • 51-100 pounds | Frequently |
| • 11-20 pounds | Constantly | • >100 pounds | Occasionally |
| • 21-50 pounds | Constantly | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Constantly | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Constantly | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Constantly | | |

Definitions

- | | | |
|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals, confined spaces.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

| | | |
|---------------------|--------------------|-------------|
| Print Employee Name | Employee Signature | Date Signed |
|---------------------|--------------------|-------------|

| | | |
|-------------------------------|------------------------------|-------------|
| Print Manager/Supervisor Name | Manager/Supervisor Signature | Date Signed |
|-------------------------------|------------------------------|-------------|