

MAJOR FUNCTION

This is skilled mechanical work involving repairing, testing and calibrating water meters using advanced computer technology. This employee trains and inspect the work of other employees engaged in the same or related tasks. Work is performed in accordance with established policies and procedures under the general direction of an administrative superior. Work is reviewed through inspection and review of work in progress and upon completion.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews work orders and inputs them in to customer information system. Troubleshoots, repairs and rebuilds water meters using air tools and bead blaster. Tests and calibrates water meters. Uses test bench to test water meters and set up parameters to test different meters, as situations dictate. Splices, troubleshoots and programs water modules with Handheld computer. Uses Route Manager to download marriage files from Handhelds. Uses Route Manager to set up routes for Meter Service Technicians to use in field. Uses Energy Axis Management System to upload marriage files into database. Trains and provides support to Meter Service Technicians on using Handhelds and programing modules. Sets up Installation Definitions for new meters in Route Manager. Puts new meters into inventory and sets up meter configuration in Customer Information System. Orders various size meters and parts, also sets up meter configuration with meter vendors. Works with vendor's support group to troubleshoot hardware and software issues. Keeps inventory and tools available for service trucks in order to keep trucks stocked. Goes into field to test and troubleshoot meters and water modules. Works field orders when staff is short or under heavy workload. Completes work orders on a daily basis. Attends weekly Advanced Metering Infrastructure meetings and phone conferences. Uses Microsoft Word and Excel to set up spreadsheets. Assists pipe cleaning crew when needed. Maintains and tests backflow prevention devices (age, test data and cost of repairs). Maintains water meter records (recording, consumption, date of test and age) and prepares daily reports. Locates existing water pipes with metallic pipe location devices. Rebuilds and/or replaces old water meters. Performs related work as required.

Other Important Duties

Attends developmental and training opportunities. Participates in monthly staff meeting for meter staff. May participate in employee selection and evaluation processes. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of departmental rules and regulations. Considerable knowledge of the methods and techniques utilized in the testing, repairing, calibrating of water/gas meters. Considerable familiarity with the mechanical design, parts and operations of water/gas meters and with the tools used for testing, repairing and calibrating them. General mechanical ability. Ability to keep records and to make routine reports. Ability to plan, organize, train, and inspect work of Underground Utilities Technicians.. Ability to deal with the public in an effective and courteous manner. Considerable skills in the use of hand tools used in repairing, testing and calibrating of water/gas meters. Skill in the use of computers and the applications and programs that are necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes testing, repairing and calibrating water meters or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

Must possess at the time of application and maintain a valid Water Distribution System Operator Level III (or higher) license in accordance with the Florida Department of Environmental Protection regulations, as a condition of continued employment.

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