

Jurisdictional Class: Competitive
Adopted: March 24, 2015
Revised:

WATER METER SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for supervising and participating in servicing, testing, and removing defective water meters and installing new ones, as well as the responsibility for recording readings of water and sewer meters, gas pump meters, and electrical hour meters. This position also directs the maintenance and repair of meter vaults, service boxes, and related fixtures. Work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out the technical details of the work. Direct supervision is exercised over the work of Water Meter Maintainers. This position must be available to respond to emergency calls during off-duty hours to identify problems and determine corrective action. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in the installation and removal of water meters;
Supervises and participates in the servicing of water meters;
Supervises and participates in the reading of meters in businesses or industrial establishments;
Inspects and investigates cases where leaks or defects are believed to exist and notifies property owners;
Supervises and participates in the maintenance and repair of meter vaults, service boxes, and related fixtures;
Assigns and oversees daily work of water meter maintainers;
Schedules and oversees flow tests for water meter calibration;
Responsible for maintaining accurate record keeping and documentation of meter installation, servicing, and repairs;
Responds to emergency calls during off-duty hours to identify the problems and determine corrective actions;
May assist in the maintenance and repair of municipal water and sewer lines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation, maintenance, installation, and repair of water meters;
Thorough knowledge of reading of water meters;
Good knowledge of the municipal water regulations;
Good knowledge of the geography of the municipality;
Working knowledge of the maintenance and repair of water and sewer distribution and collection systems;
Ability to plan and supervise the works of others;
Ability to problem solve and determine corrective action;
Ability to keep accurate records;
Willingness to report for emergencies;
Mechanical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in the installation and/or repair of water meters or similar mechanical metering devices, as a plumber, or as a mechanic.

SPECIAL REQUIREMENT: Eligibility for an appropriate class New York State Driver's License at time of application. Possession of license at time of appointment.