Bargaining Unit: 02

FLSA: Covered

Position Number: 07300

WATER METER/BACKFLOW TECHNICIAN

DEFINITION

Under general direction, to have primary responsibility for reading water meters, both manually and electronically; transfers information to the Finance Office in a clear and concise manner, tests and repairs backflow assemblies, including reduced pressure devices, double checks valves and vacuum breakers; maintains written records and prepares necessary reports to meet City, County, and State requirements; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for field customer service, meter testing and repair, and backflow prevention in the City's water services functions.

REPORTS TO

Public Works Supervisor-Water; Public Works Manager-Utilities

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Meters:

Reads water meter consumptions and accurately records the readings.

Walks or drives a truck over an established meter route and takes readings, manually or Electronically.

Marks and understands USA markings.

Reads and interprets blue prints and all related symbols.

Isolates water mains, both directional and non-directional flushing.

Disassembles water meters and removes any gears or discs for repairs.

Communicates effectively with the public and coworkers.

Properly sets up a job site for safe operations, including but not limited to trench shoring, road closures, arrow board operations and set up, cone placement and other related safety practices.

Operates all hand tools, cutting torches and air-operated equipment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

Backflow:

Diagnose, disassemble and/or repair all RP devices.

Operates all necessary and appropriate testing equipment.

Maintains records in a readable form to meet requirements of governing agencies.

Properly sets up a job site for safe operations, including but not limited to trench shoring, road closures, arrow board operations and set up, cone placement and other related safety practices.

Operates all necessary power and hand tools.

TYPICAL PHYSICAL REQUIREMENTS

Occasionally sits; frequently stands, walks extended distances on hard surfaces, stoops, kneels, and crouches; normal manual dexterity and eye-hand coordination; ability to lifet and move objects weighing up to 90 pounds; ability to climb a stationary ladder a minimum of 150 vertical feet; exert unusual physical effort in the maintenance and repair of the underground water mains and related components; corrected hearing and vision to normal range; verbal communication; operate motorized equipment; use a variety of hand and power equipment; operate a two-way radio; and use a personal computer and telephone.

TYPICAL WORKING CONDITIONS

Work is performed in a corporation yard and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and regular contact with the public.

DESIRABLE QUALIFICATIONS

Meters:

Knowledge of:

City standards relating to the Water Division meter installation procedures.

Basic computer skills.

System valve isolation and directional/non-directional flushing.

Safe work practices and procedures.

DESIRABLE QUALIFICATIONS (continued)

Meters:

Ability to:

Maintain and repair meters.

Operator small cranes and complete all necessary documentation.

Calibrate meters on the test bench and interpret the results from the tests.

Complete necessary work order forms and other related paperwork in a proficient and understandable manner.

Follow oral and written directions.

Deal tactfully and courteously with the public.

Establish and maintain cooperative working relationships.

Safely use hand tools and air-operated equipment.

Skillfully use and operate a variety of equipment utilized in maintaining the water system.

Maintain accurate records and reports.

Establish and maintain cooperative working relationships.

Backflow:

Knowledge of:

System valve isolation and directional/non-directional flushing.

American Water Works Association and State of California Department of Health Services laws, regulations, and standards relating to backflow repairs.

Basic computer skills.

Safe work practices and procedures.

Ability to:

Maintain and repair backflow unit.

Complete necessary work order forms and other related paperwork in a proficient system.

Skillfully use and operate a variety of equipment utilized in maintaining the water system.

Follow oral and written directions.

Deal tactfully and courteously with the public.

Establish and maintain cooperative working relationships.

Safely use hand tools and air-operated equipment.

Operate small cranes and complete all necessary documentation.

Maintain accurate records and reports.

Establish and maintain cooperative working relationships.

DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Meters:

Graduation from high school or equivalent and a minimum of two years experience in the operation of a water distribution system.

Backflow:

Graduation from high school or equivalent and a minimum of two years experience in the operation and maintenance of a water distribution system and repair and operation of backflow devices.

Special Requirements:

Meters and Backflow:

Possession of a valid State of California Class B driver's license.

Possession of a valid State of California Department of Health Services Water Distribution Operator Grade II, or higher, certification.

Backflow:

Possession of a valid State of California/American Water Works Association Backflow Prevention certification.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED

Chairperson, Personnel Board

DATE: April 14, 2003