



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Meterman

STATUS: Non-Exempt / Union - IBEW

REPORTS TO: Water Superintendent

RANGE: Contract

POSITION SUMMARY: The Water Meterman position is a qualified Water Utilityman with a Grade II Water Distribution Certification and the ability to perform leak detection and/or backflow testing. This position will install and remove meters; perform testing and repair of meters, respond to customer service calls and reports of water leaks, keep maintenance records and perform other Water Utilityman duties such as locates and the duties of a water crew member when needed. Perform other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the mission and core values of SUB to other employees and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Safely and efficiently completes Water Meterman and Water Utilityman work or duties and has the ability to train others.
5. Repairs, maintains and replaces all meters and meter accessories in a water system, including AMR or remote devices.
6. Performs meter testing on all sizes and types of meters, accurately records test results and works with others to ensure proper storage of documentation.
7. Responds to all customer inquires associated with metering, water leaks and/or backflow prevention.
8. Coordinates with Storekeeper to purchase meter parts and/or backflow assembly parts.
9. Tests and/or inspects backflow assemblies and/or performs leak detection of SUB water facilities. Ensures proper documentation of tests, inspections and leaks.
10. Safely and efficiently operates all equipment and tools in the performance of underground water system construction, water system maintenance and other underground utility construction.
11. Performs locating duties for water facilities.

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12. Responsible for the overall condition and housekeeping of all vehicles, equipment and tools provided by SUB in the performance of company work. Uses work methods and procedures that will maintain good working condition of all equipment and tools used.
13. Provides daily checks on vehicles and/or equipment, and reports worn parts and needed repairs in a timely manner. Works with the Fleet staff to ensure that proper repair and service is performed in a timely manner.
14. Works efficiently and effectively with other office and field team members at Water and other divisions.
15. Works well with the public, responding to needs for services and products in a timely manner. Uses courtesy, tact and diplomacy to address customer complaints and issues.
16. Maintains written records in an organized manner.
17. Maintains valid Oregon CDL Class A driver's license and a good driving and safety record.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- Contractors

MINIMUM QUALIFICATIONS

Experience

- Three years of experience in water leak detection, meter repair and replacement, or backflow inspection and testing
- Five years of experience in water line construction and maintenance

Knowledge, Skills and Abilities

- Proficient in meter reading and knowledgeable about testing procedures for all sizes and types of water meters
- Skilled and efficient in creation and maintenance of organized detail oriented documentation is critical
- Proficient in leak detection and/or backflow testing and inspection procedures
- Knowledgeable about safety procedures for employees, public work areas and traffic control
- Communicate effectively orally and in writing
- Self-starter with excellent customer service skills
- Basic computer skills in Microsoft Office software preferred
- Ability to efficiently perform water construction, maintenance and customer service tasks with minimal supervision

Education/Certifications

- State of Oregon Water Distribution Operator Level II Certification required
- State of Oregon Backflow Assembly Tester Certification preferred
- An employee in this position must possess and maintain OSHA-approved certifications for an Articulating Boom Crane with Winch (ABW) and a Service Truck Crane for SUB's Equipment within one (1) year of hire and maintain the certification thereafter.
- High school diploma or equivalent

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times in inclement climatic conditions, and at night while driving equipment, working in ditches/excavations, and working around moderate to heavy traffic.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers in stressful situations. Makes decisions quickly and calmly when working in ditches, near equipment, and driving a heavy large truck and trailer. Thinks and reacts quickly in emergency situations.

- **VISION:**

Far Visual Acuity: Sees adequately to drive a vehicle and a heavy truck.

Near Visual Acuity: Reads small print on maps, plans, labels, trip tickets and instrumentation in truck cab.

Peripheral Vision: Maintains full field of vision in all directions to assess proximity to construction hazards, holes, traffic, co-workers, movements of equipment, or objects falling from above. Assesses position of backhoe in relation to dump truck and in relation to excavation around existing utilities. Ability to perform backup maneuvers using mirrors, in tight quarters, and around corners.

Color Vision: Judges red, green and yellow traffic lights adequately to drive trucks on highways. Differentiates color of underground utility locate paints.

Depth Perception: Judges depth very accurately to: direct backhoe operator in operations of bucket around other underground utilities; place pipe in new construction or maintenance work; assess equipment in traffic or other confined spaces; back up truck and trailer to fixed object.

Night Vision: Maintains the visual abilities listed above when working at night and in poor light and inclement weather conditions.

- **HEARING:** Hears spoken conversation well while working in ditches and communicating with a co-worker, despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Hears accurately the high-pitched back-up horns or equipment. Hears adequately to operate a two-way radio.
- **COMMUNICATION:** Communicates clearly to be accurately understood when in ditch and speaking to a co-worker, or when up to 100 feet away from a co-worker despite heavy background noise from traffic, construction equipment or wind, and when visual signals cannot be used. Communicates by two-way radio.
- **STANDING:** Stands on the job or in the ditch, usually a minimum of 15 minutes at one time, up to 4 hours. May actually be on his/her feet 4 hours at one time, but maneuvers around the work site at intervals. Total standing time is 25 percent to 100 percent of the average shift.
- **SITTING:** Worker sits on truck seat one-half hour maximum at one time. May spend entire eight-hour shift sitting in truck.
- **WORKER MOBILITY:** In and out of holes/trenches using ladders as needed. Uses hand tools (shovels, etc.), machinery, and other heavy equipment which requires bending and/or twisting and/or lifting. Often times on knees and bent over working on water materials. Must be able to operate manual transmission.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/8 to 1/4 miles. Total walking per shift is 0-30 percent. Walking occurs in slippery conditions, in mud, on rock, on equipment, and on uneven ground.

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- **LIFTING/CARRYING:** 0-10 lbs.--continuous; 11-20 lbs.--frequently; 21-50 lbs.--frequently; 51-75 lbs.--occasionally; 75-100 lbs.--occasionally. Work involves occasional use of shovel loaded with dirt, rock, concrete or asphalt. Must lift the shovel from ditch or hole. Lift jack hammer and associated equipment (60 lbs.) from trailer and operate, includes lifting off pavement to trailer. Lift concrete meter boxes (40 lbs.) and other water materials (up to 100 lbs.) occasionally. Uses compaction equipment (120 lbs.) that needs to be lifted out of holes and is controlled by manual directions.
- **PUSHING/PULLING:** Pushing/pulling using a rake, shoveling dirt and rock and pulling out materials and equipment from trucks. Pushing /pulling is often done while bent over in a ditch for up to two hours at a time, four times a day. Starts gasoline powered equipment with hand start.
- **REACHING/HANDLING:** While in a hole/ditch, occasionally works at full extent of reach and leans back while using tools, often standing on one leg and in awkward positions. May be required to maneuver a power saw in a bent-over position. Grips and firmly holds hand tools and equipment for several minutes at a time, often at arm's length. Threads nuts and washers on pipe fittings. Uses tools wearing gloves. Gives hand signals when directing other people. Writes information and draws diagrams. Uses jack hammers, chain saws, electrical drills, and hydraulic tamps.
- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items or handing items to fellow workers. Often works in awkward positions when in hole/ditch.
- **CLIMBING:** Climbs in and out of ditches/holes with tools and equipment. Climbs into manholes and into underground vaults. Climbs hills and walks over uneven ground while carrying equipment. Climbs in and out of truck and equipment cabs.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Works around high- voltage wires and other underground utilities. Exposed to noise from traffic construction, heavy equipment near construction sites, jack hammers, power saws, and tamps up to six hours per day. Hearing protection is provided. Works in confined spaces, such as underground vaults requiring entry through a manhole. Works in ditches of various depths and widths. Works inside shoring when required. Exposed to chemicals (primarily through skin contact or inhaling) used to glue pipe and disinfect pipe often in the ditch. Exposed to numerous types of pollen. Bee/wasp stings, animal bites or poison oak may also occur. Exposed to some petroleum products used for maintenance of trucks and trailer.
- **PRODUCTS AND MATERIALS:** Works with lumber, bolts, plastic, glues and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Operates and uses power tools, hand tools, jack hammers, chain saws, hydraulic tamps, heavy trucks, trailers, fusion equipment, tapping machines, leak detection equipment, backflow testing equipment and locating equipment.

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Revised: December 7, 2018