

**Open to the Public**  
**June 4 – June 12, 2018**

## **Water Meter Technician – Meter Shop**

**Primary Duties:** This is routine, semi-skilled and clerical work in reading and servicing water meters.

**Salary:** \$18.92 per hour

**Work Schedule:**

Monday - Friday: 7:45 AM – 4:15 PM

**Required Minimum Qualifications:**

- Graduation from High School or completion of a GED is required.
- Some experience using hand tools such as pipe wrenches, pliers, drills, power saws, screwdrivers and hammers is required.

**Licenses and Certificates:**

- Possession of a valid Pennsylvania State Driver's License is required.

**Comments:**

- Requires frequent lifting of up to 50 lbs. and loading and unloading boxes of water meters, wire etc.
- Requires listening for water leaks.
- Requires pulling frozen water hose and pulling water meters out of space.
- Job requires walking, squatting, bending, kneeling, reaching, climbing, crawling for up to eight (8) hours a day, frequently in unfavorable weather conditions.
- Works around motorized or moving equipment and machinery.

**Full time, Full benefit package**

**Applications will be accepted until 5:00 p.m. on Tuesday, June 12, 2018**

The City Job Application and full job description are available at [www.cityoflanasterpa.com/city-job-listings](http://www.cityoflanasterpa.com/city-job-listings)

**The City of Lancaster is an Equal Opportunity Employer**

# City of Lancaster Job Description



Job Title:	<b>Water Meter Technician</b>	Job Code:	<b>6462</b>
Department:	<b>Public Works</b>	FLSA:	<b>Non- Exempt</b>
Job Grade:	<b>29</b>	Effective Date:	<b>10/1968</b>
Reports To:	<b>Supervisor Meter Section</b>	Revision Dates:	<b>7/1971; 10/1992; 6/2008; 5/2010; 8/2012; 4/2018</b>

## Primary Function

This is routine, semi-skilled and clerical work in reading and servicing water meters.

## Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Read meters, makes special checks for accuracy and records findings by using paper or computerized equipment.
- Performs intricate wiring of water meters and other devices.
- Turns water service on and off; delivers delinquent notices.
- Maintains records according to established procedures.
- Inspects various equipment and services, including: water pipes for leaks; frozen lines; underground pipe installation for new service; backflow preventers; pressure reducers; high/low pressure problems in the meter pit, customer's home or place of business.
- Provides temporary water to customers who are without water due to water line repair or replacement.
- Installs and removes water meters.
- Requires answering incoming calls and dispatching service trucks to answer emergencies; sets up appointments and gets readings.
- Tests and rebuilds water meters on the meter test bench.
- Keeps supplies stocked, organized and replenished in the service vehicle and the meter shop.

## Position Qualifications

### **Knowledge, Skills and Abilities**

- Knowledge of safe practices related to water meter servicing.
- Proven ability to write legibly and to do simple math calculations of addition and subtraction is required.
- Proven ability to read City and county maps and to navigate by foot and automobile within a territory is required.
- Proven ability to maintain simple and accurate records is required.
- Proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, and Excel, Outlook or Lotus Notes) is required.
- Proven ability to perform computer data entry and retrieval is required.
- Proven ability to interpret, verify, and accurately enter data into a computer database is required.
- Positive interpersonal skills are required.
- Proven ability to read, write, speak and comprehend written or oral instructions in English is required.
- Ability to operate a vehicle on private and public streets is required.
- Proven ability to work as part of a team and to collaborate successfully with other is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

### **Training and Experience**

- Graduation from High School or completion of a GED is required.
- Some experience using hand tools such as pipe wrenches, pliers, drills, power saws, screwdrivers and hammers is required.

### **Licenses and Certificates**

- Possession of a valid Pennsylvania State Driver's License is required.

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## Environmental Conditions

- Exposed to inclement weather and extreme temperature, including long periods of standing outdoors.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise and pollution.
- Exposure to dogs, cats, various insects (spiders, roaches, fleas etc.) are common on the job.

## Safety Equipment Used or Needed

- The City provides the use of safety glasses, pit lifter, hard hats, gloves, etc.

## Comments

- Requires frequent lifting of up to 50 lbs. and loading and unloading boxes of water meters, wire etc.
- Requires listening for water leaks.
- Requires pulling frozen water hose and pulling water meters out of space.
- Job requires walking, squatting, bending, kneeling, reaching, climbing, crawling for up to eight (8) hours a day, frequently in unfavorable weather conditions.
- Works around motorized or moving equipment and machinery.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.