

METER MAINTENANCE FOREMAN

Code No.: 4-14-022

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for directing a work crew in the accurate reading, repair and recording of water and/or electric meters, the installation of new meters for use in residential, industrial or commercial facilities and the testing of meters for consistency and precision. The employee may be required to participate in installation and testing of the meters in the field. Work involves lifting and carrying heavy tools and equipment. Duties are performed at a variety of locations including residential homes, commercial buildings, construction sites, basements and vaults. Employees may be required to climb ladders or stairs and enter confined or restricted spaces. The employee reports directly to and works under the general supervision of a higher level staff member. General supervision is exercised over Meter Repairmen. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Designates routes and assigns work to a crew in the reading, repairing and recording of water meters;

Conducts field inspection of meter repair and maintenance activities;

Resolves problems associated with meter readings such as customer complaints, broken seals, final readings, and unread meters;

Trains meter personnel in readings, installation, repair and testing of meters;

Maintains an inventory of meters and replacement parts;

Investigates lost accounts, deviations in test results, unusual meter readings, and unmetered premises;

Keeps records of all meter reading, repair, installation, and testing activity;

Performs all work in accordance with established departmental safety practices.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the operation, testing and repair of all types of water meters; good knowledge of meter reading techniques; good oral and written communication skills; ability to train meter personnel in meter repair, installation and testing procedures; ability to organize and direct the work of others; ability to keep records; ability to write clear, concise progress reports; ability to meet the public and answer complaints and inquiries; ability to operate a service type vehicle in a safe and prudent manner; tact and courtesy in dealing with customers and other employees; dependability, punctuality; physical condition commensurate with the demands of the position, including vision, hearing, and physical strength

and agility.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus four (4) years paid full-time or its part-time equivalent experience in meter reading or meter repair.

SPECIAL REQUIREMENT:

Possession of a valid New York State Class D driver's license at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: January 29, 1981

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