

KING COUNTY WATER DISTRICT No. 90
JOB DESCRIPTION

March 2011

TITLE: Meter Reader/Field Technician

DEPARTMENT: Operations/Maintenance

REPORT TO: Foreman/Superintendent/Manager

DEFINITION:



The Meter Reader/Field Technician position performs a variety of manual labor tasks in maintenance of District facilities including installing, maintaining, repairing and reading water meters. Perform construction, maintenance and repair operations. Operate trucks, backhoe, jackhammer and other construction and maintenance equipment. Practice the safe use of a variety of hand and power tools, light construction equipment and related maintenance equipment. Break asphalt and concrete and load rubble into trucks. Read service order forms, complete reports on work, time, and materials used. Work may be performed in inclement weather for extended periods of time and hazardous locations such as street areas, ditches, high elevations and confined spaces. Respond to customer service district emergency calls.

Essential Job Functions/Responsibilities: Perform manual labor tasks; operate related motorized equipment or hand tools required to complete assigned task.

- Accurately read water meters and record readings. Install, repair, maintain and replace water meters. Learn and operate meter reading hand held and programming devices and learn related software.
- Must be able to respond effectively and courteously with customers, coworkers, contractors and others in crisis and/or stressful situations.
- Develop safe work habits and contribute to the safety of self, co-workers, and the general public.
- Set-up traffic control for crew work sites and perform flagging functions as necessary.
- Sweep and clean storage areas and equipment; wash and maintain overall cleanliness of District vehicles and equipment.
- Perform landscape and building maintenance of district facilities.
- Accurately record daily work activities, maintenance information, material usage and other information using district forms.
- Work as a member of crew in support of installation, maintenance and repair of District facilities.
- Available for “on-call” status for one-week periods, approximately once every month, to respond to emergency or urgent calls during non-working hours.

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OTHER JOB FUNCTIONS:

Perform all other duties as assigned. Any one job position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.

WORKING CONDITIONS:

In emergency situations, must be able to work any hours of the day. Have the ability to work in adverse weather conditions. Be able to lift tools, equipment, or materials weighing over 100 lbs. Ability to bend, crawl and work in restricted areas. Ability to enter and work in confined spaces and trenches. Have the ability to climb to high elevations such as on top of water reservoirs and district buildings.

Experience and Training: General experience within a construction environment preferably with knowledge of utility repair and maintenance, landscaping, street maintenance, or any equivalent combination of experience and training that demonstrates the knowledge, skills and abilities described below.

Knowledge, Skills, Abilities: Knowledge of basic types of tools, their appropriate usage and knowledge of standard safety procedures. Skilled in the safe use of various construction equipment and tools. Ability to maintain accurate records and forms; Ability to communicate clearly and concisely orally and in writing; Ability to perform complex math equations; Ability to use a computer and preferably possess typing ability; Ability to work effectively with employees and the general public.

Requirements: Possession of a valid driver's license. Obtain a Flagging Certification within 6 months. Obtain a Class B Commercial Driver's license within 1 year. Obtain a Washington State Water Distribution Manager 1 certification within 1 year. Driving Abstract and criminal background check will be performed by the District prior to offer of employment.