



## WATER QUALITY & METER TECHNICIAN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

### **DEFINITION:**

Under general direction of the Water Quality Supervisor, operates the water meter repair shop and works closely with and follows the direction of the Water Quality Supervisor. Performs skilled and semi-skilled duties in complying with State and Federal Safe Drinking Water Standards which include but are not limited to: taking and processing health samples, i.e. bacteriological samples, lead and copper samples, chlorine residuals. Also, coordinates and maintains records of the metering system, meter upgrades, new water services, touch and radio read installation and repairs. Incumbent is expected to perform all of the duties listed below and to maintain and oversee the recording of all pertinent data. Incumbent is also expected to train and supervise persons assigned to him/her.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

**Meter Related Duties:** Shall possess the knowledge, skills and abilities to manage the meter maintenance and change out program, both by contract and in-house; manage large meter testing and maintenance program; perform meter upgrade changes; assign and record construction meters to contractors and perform monthly reads; may replace broken meter boxes; install fire line bypass meters; may perform meter reading in the absence of Meter Reader; flow test meters; perform record keeping and filing; maintain inventory, and create reports.

**Water Quality Related Duties:** Shall possess the knowledge, skills and abilities to assist the Water Quality Supervisor and perform duties of the Water Quality Supervisor when absent such as; perform water quality sampling, and backflow testing. Shall possess the knowledge, skills and abilities to assist in all areas of water distribution system flushing, and repair and maintenance of sampling stations.

### **QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Water Quality and Meter Technician. A typical way of obtaining the required qualifications is to possess the equivalent of two years of responsible Public Works maintenance experience similar to that of a Water Maintenance Worker in the City of Burlingame, and a high school diploma or equivalent.

**License/Certificates:** Shall be in possession of a California Class "C" Driver's License. Shall possess a DHS Grade D3 Distribution certificate within 12 months of appointment (Shall be shift operator qualified). Shall possess a DHS Grade T1 Treatment certificate within 12 months of appointment. Shall possess an AWWA Backflow Testers Certification within 24 months of appointment.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Shall be able to plan the workday to accomplish goals, keep appointments and be flexible enough to adapt to urgent work or emergency assignments. Shall have good record keeping/filing skills.

Shall have the ability to work with Word and Excel and manage simple computerized spreadsheets to track data and send and receive email. Shall have the ability to efficiently operate air compressor, jack hammer, tapping machine, backhoe, dump truck, boring machine, air saw, chain saw, utility saw, hydraulic cutter, pump, drill press, bobcat, and a wide range of hand tools. Shall have the ability to bend over for long periods of time while working in meter boxes. Shall be able to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body and lift up to 90 pounds. May be required to perform the duties of a Water Maintenance Worker. Shall be required to work overtime as needed. May perform night call and weekend duty functions.

S507  
WATER QUALITY & METER TECHNICIAN  
AFSCME 2190  
NON-EXEMPT  
AUGUST 2008