

MAJOR FUNCTION

This is responsible skilled technical, mechanical and supervisory work overseeing and directing the activities needed to support the procurement, installation, testing, calibration, maintenance, repair and warranty of the City's residential and commercial water meters in accordance with building codes and Federal, State and local regulations. The incumbent works under the direction and supervision of the Manager-Water Operations, but exercises considerable independent judgment in performing duties and responsibilities. Work is reviewed by supervisor through reports, actions taken, and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises assigned personnel and coordinates and schedules their work activities to support the procurement, installation, testing, calibration, maintenance, repair and warranty of all residential and commercial water meters. Stays current on and ensures that staff are instructed in and complies with all applicable Federal, State, and local standards for the installation and maintenance of residential and commercial water meters. Supervises the testing and calibration of all meters and maintains shop standards and test equipment necessary to test meters. Trains technicians in the programming of computers to test and calibrate meters and metering equipment to ensure the meters perform with a high rate of accuracy and transmit necessary information for customer billing. Reviews construction plans, specifications, and technical documents, as necessary, for scheduling, coordination, and completion of meter projects. Ensures that all required permits and work orders are completed prior to the issuing and installation of metering equipment. Coordinates with City staff and contractors on the installation of new water services and meter installations. Ensures that the proper inventory of meters is maintained and orders other equipment, supplies and parts for the meter shop. Obtains prices and purchase orders for specialty meters and metering equipment. Provides assistance to the customer, public, and other departments within the City, as necessary. Investigates reported leaks to determine the causes and educates the customers concerning high bill complaints. Recommends hiring, transfer, promotion, grievance adjustment, discipline and discharge of employees. Conducts performance evaluations. Recommends approved or denial of merit increases.

Other Important Duties

Performs computer work for CIS orders. Provides input for budgeting. Keeps abreast of developments in areas that directly impact work through reading, research and attending trainings and conferences. Coordinates staff's attendance at developmental and training activities provided by the City. Serves on ad hoc committees and focus groups, as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the departmental policies, rules and regulations. Thorough knowledge of the methods, tools and techniques utilized in installation, testing, calibration, maintenance and repair of water meters. Considerable knowledge of the mechanical design, parts, and operation of water meters. Considerable knowledge of safety and safe operating procedures. Considerable skill in the use of hand tools employed in repair and adjustment of water meters. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance. Ability to plan, organize, supervise, and inspect the work of subordinates. Ability to read working diagrams, sketches, and blueprints. Ability to keep records and make oral and written reports. Ability to analyze cost and time records and recommend improvements for operating procedures. Ability to

lead and direct the work of assigned personnel in a manner that is conducive to achieving production and safety objectives.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four (4) years of experience that includes testing, troubleshooting, repairing, installing, and calibrating water meters, or an equivalent combination of training and experience. Experience testing, troubleshooting, repairing and calibrating other utility measurement devices may be substituted for up to three years of the required experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at time of appointment.

Must possess, at the time of application and maintain, a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, as a condition of continued employment.

Established: 03-03-21