

## **JOB DESCRIPTION FOR WATER DEPT. METER READER/OPERATOR I**

**DEPARTMENT:** WATER

**SALARY RANGE:** \$16.00 per hour depending on experience.

Title of immediate supervisor: Public Works Director

### **MAJOR DUTIES:**

- Read water meters and perform service orders.
- Performs various duties using hand tools such as picks, shovels, rakes, pipe wrenches and other assorted hand tools.
- Operates power tools such as chain saws, cement mixers, water pumps, pipe saw, drill motors, air compressors, tapping machine, other gas-powered equipment and other hydraulic tools
- Able to learn to operate heavy equipment such as backhoes, dump truck, skid loader, sewer machine and front end loaders.
- Learn to repair service line leaks and main breaks.
- Able to use power jet machine for cleaning and unstopping sewer mains.
- Learn to properly backfill all excavations.
- Set up barricades and roadblocks when working around vehicular traffic
- Perform the repair and construction of pipe installation.
- Follow all safety rules.
- Follow the City's Personnel Policy
- Follow department policies.
- Assist street and sanitation department when necessary.
- Performs other related duties as assigned.

### **JOB COMPLEXITY:**

- Performs recurring manual tasks of average difficulty in the maintenance and construction of water and sewer lines and appurtenances.
- Performs routine and repetitive physical tasks requiring adherence to department safety rules and procedures.

### **RESPONSIBILITY:**

- Able to read digital meters and perform serve orders that include check for leaks, repair leaks, rereads.
- Assists Water Department in repairing service and main line leaks.
- Functions closely with all employees of the public works department
- Works closely with the Street Dept. in repairing street cuts and asphaltting.
- Works in and around open excavations in the street due to water/wastewater repairs to lines and appurtenances
- Receives work assignments from the Utility Superintendent and/or his/her supervisor.
- To protect the public safety at all times
- Follow safety rules especially concerning working in and around vehicular traffic.
- File daily reports of work performed with the superintendent and/or Public Works Director.
- Subject to afterhours calls

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### **IMPACT OF WORK**

- The nature of duties performed (Construction and Maintenance of the Water System) necessitates strict inspection of streets, water lines, water services, drainageways and thoroughfares in order to avoid errors which could result in loss of property, bodily harm to employees and citizens, loss of delays to citizens or possible lawsuits against the City.
- The nature of duties also avoids unwarranted expenses to the City that could easily have been avoided

### **COMMUNICATIONS/PUBLIC CONTACT**

- Limited public contact on complaints regarding water service and main leaks.
- Personal contact with fellow employees

### **SUPERVISION**

- Answers to the Leadman and/or his supervisors
- No supervision over other employees

### **WORK HAZARDS**

- Employee must work outdoors, among traffic and is constantly around heavy working machinery.
- Heavy lifting involved frequently.
- Take caution in avoiding injuries caused by work hazards involving climbing, slipping and falling.
- Work in and around confined spaces and open excavations. Always follow the safety guidelines for confine space entry.
- Contact with communicable diseases associated with working in and around wastewater.
- Extreme caution must be taken in working with all various types of equipment used in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Work with certain chemicals such as degreasers, oils, lubricants, and other such chemicals.  
**Always follow the M.D.S. sheets when working with any chemical**
- **Use protective safety equipment issued including, but not limited to hard hats, eyeglasses, shields, air respiratory protection, gloves and ear plugs.**

### **KNOWLEDGE/SKILLS/ABILITIES**

- Pass Water Distribution I certification license from TCEQ after one-year.
- Ability to follow safety rules and regulations.
- Ability to perform physical tasks and handle heavy lifting.
- Ability to understand and follow oral instructions.
- Ability to read and write.
- Ability to read and understand M.D.S. sheets provided for by the manufacturer.
- Ability to learn in using heavy equipment, hydraulic tools and any other equipment used in construction and maintenance of the water system.
- Attend and receive training on the maintenance of water lines and thoroughfares.

### **CONDITION OF EMPLOYMENT**

- High School education or the equivalent of
- Must pass physical.

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(Employee Initials)

- Must pass back lift test.
- Be in good physical condition.
- Must pass Drug Screening
- Good driving record if operating city vehicles or equipment is required.

### APPLICANT VERIFICATION:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation**.

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

### APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Employee

Date: \_\_\_\_\_

### INTERVIEWER OR SUPERVISOR AFFIDAVIT:

If applicable, reasonable accommodations can be provided for as stated above: ☐ Yes ☐ No  
Provide reason reasonable accommodation cannot be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature)

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_

### APPROVED BY:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Printed Signature

Date: \_\_\_\_\_

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(Employee Initials)