

Jurisdictional Class: Competitive
EEO Category: Service-Maintenance
Adopted: 08/22/2023

SENIOR METER SERVICE PERSON

DISTINGUISHING FEATURES OF THE CLASS: This position involves public contact work involving setting, removing, and otherwise servicing water meters at the consumer's premises. This work does not involve the repair of meters, which is usually done at the repair shop. The work is performed under direct supervision of the Water Authority Administrative Officer and in accordance with established policies and procedures. The incumbent serves as the confined space entry supervisor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as supervisor for confined space entries;
Sets, removes and changes meters requested by consumers;
Changes meters for routine tests;
Reads meters for final bills;
Inspects new services for compliance with required specifications;
Inspects new or changed fire protection line services;
Responds to consumer complaints regarding meters;
Keeps records and prepares activity reports;
Performs routine data entry and retrieval;
Turns water on/off at curb stop as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of water meters; good knowledge of local geography; good knowledge of hand tools; good observation; good judgement; ability to understand and follow oral and written instructions; ability to understand and carry out written directions; ability to make simple arithmetic computations; ability to install and service water meters; tact and courtesy in dealing with the public; dependability; mechanical aptitude; manual dexterity.

MINIMUM QUALIFICATION: Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience using hand tools **AND** two (2) years of experience in the operation of a computer.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. Successful completion of a confined space entry supervisor course at time of appointment. Course must be completed on an annual basis throughout appointment.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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