

## **METER REPAIR SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at the Upper Mohawk Valley Regional Water Board, and is supervisory, mechanical work involving responsibility for ensuring that the work of cleaning, repairing and testing water meters is performed in an efficient manner, on schedule and according to approved procedures. The work is performed under general supervision, in accordance with established policies permitting the exercise of independent judgement in carrying out details of the work. Supervision is exercised over Meter Repair Persons and Meter Service Persons. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Lays out, supervises and participates in the cleaning, repairing, and rebuilding of water meters;

Supervises the testing and calibration of new and repaired meters;

Trains subordinates in the use of power and hand tools;

Supervises, and participates in, the installation, removal and reading of special meters;

Confers with supervisors and instructs subordinates on difficult or unusual problems;

Requisitions and maintains inventories of new meters and meter parts;

Checks plumbing and related fittings to determine causes of high water consumption;

Supervises, and participates in, the maintenance of related records and activity reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the operation, repair and testing of water meters; thorough knowledge of the methods, tools and terminology used in the repair of water meters; ability to lay out and supervise the work of others; ability to understand and carry out oral and written directions, including diagrams and sketches; ability to train others in the repair of small parts mechanisms; mechanical aptitude; manual dexterity; dependability; initiative and resourcefulness; accuracy; good judgement.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience in the repair and testing of water meters; **OR**
- (B) Five (5) years of experience, as outlined in (A) above.

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