

SENIOR WATER METER SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves the responsibility for accurate reading, testing and repair of water meters; inspection for water service from water main through the water meter; and backflow prevention devices. Employees of this class are familiar with computer water reading and billing systems. An employee in this class is independently responsible for determining solutions to problems arising during emergency calls after regular working hours and may work on-call. Work is performed under general supervision permitting leeway for the exercise of independent judgment. Supervision may be exercised over the work of Water Meter Specialists. A Senior Water Meter Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Reads and verifies water meters in consumers' homes and industrial establishments;
- Monitors the collection of delinquent water accounts;
- Schedules and assigns field and shop testing of domestic and industrial meters to determine their efficiency and accuracy;
- Supervises shop and field meter testing and repair;
- Repairs, tests, cleans and replaces water meters;
- Locates sources of water leaks and waste;
- Totally responsible for water services inspections from watermain through water meter and is responsible for meter assignments for inspected premises;
- Responsible for meter reading devices being uploaded and downloaded to and from the main billing system;
- Accessing computer billing system to retrieve information for customer use.
- Investigates consumer complaints of excessive charges;
- Conducts inspections of new water service lines and meter installation readiness and reports same to Water Administration;
- Tests backflow prevention devices;
- Computes charges for repair and parts;
- Maintains records of location of meter repairs performed, tests conducted, dates of placement, removal and discard;
- Makes periodic report on activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation, maintenance and repair of watermeters; good knowledge of water meter testing techniques; working knowledge of the principles of hydraulics as related to water measurements; good knowledge of backflow prevention devices; good general knowledge of all phases of the Water Administration Services; ability to independently determine solutions to problems arising during emergency calls; ability to read all types of water meters; ability to understand and troubleshoot computer reading and billing systems; ability to plan, supervise and lay out the work of others; ability to understand oral and written directions; ability to secure the cooperation of others; mechanical aptitude;

dependability; integrity; good judgment; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of at least an Associate Degree and one year of mechanical experience including the repair of small parts mechanisms or one year of experience as a plumber or plumbers' assistant; OR
- B. Graduation from high school or possession of a high school equivalency diploma **and** three years of mechanical experience including the repair of small parts mechanisms or three years of experience as a plumber or plumbers' assistant; OR
- C. Four years of mechanical experience including the repair of small parts mechanisms or four years of experience as a plumber or plumbers' assistant

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

- 1) Possession of a valid New York State driver's license at time of appointment.
- 2) Possession of a NYS Department of Health Backflow Prevention Device Tester Certificate within six (6) months of appointment.
- 3) Possession of New York State Department of Health Grade D Water System Operator certificate.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/16/02
Revised: 7/18/22