

WATER TECHNICIAN

GENERAL DESCRIPTION: Performs intermediate field clerical work in reading meters and recording consumption. The main responsibility of positions in this class is the accurate reading and recording of water consumption of utility customers. The work includes keeping records on standard forms so that billings can be made properly. Reading via the new AMR system. The programming and installation of new digital meters. Employees follow designated routes, receive specific work instructions and refer questions and concerns to the Water Quality Supervisor.

ESSENTIAL FUNCTIONS OF THE JOB:

- Manually reads water meters on an assigned route and records readings.
 - AMR reads water meters via computer on assigned route.
 - Makes inspections to see that meters are functioning properly
 - Troubleshoots any issues with the water meter or computer system
 - Connects and disconnects water meters, transfers water service.
 - Meter maintenance i.e checks box for damage or obstruction, cleans water meters
 - Locates and marks meters
 - Conducts a cut-off list for non-payments, locks, and occasionally pull meters
 - Conducts checks and re-reads
 - Walks for extended periods to read water meters
 - Conducts customer questions and concerns
 - Conducts installation and removal of water meters
- Assist with the flushing and sampling of water meters and dead-end points
Conducts emergency shut-offs
Conducts dispatched calls

REQUIRED KNOWLEDGE,SKILLS,AND ABILITIES: Thorough working knowledge of the geography and street location of the Town and Washington County service area. The ability to write legibly, the ability to make simple arithmetical calculations rapidly and accurately. Basic computer knowledge and ability to operate. The ability to establish and maintain effective working relationships with the public. Good health and physical condition to permit walking extended periods of time, under varying climatic conditions.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED. Must possess a valid Tennessee Driver's License. Basic computer skills. Some experience in work providing , familiarity with a water system or equivalent; or any equivalent combination of experience and training which provides the required knowledge,skills,and abilities

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OTHER REQUISITES: Working hours will vary in schedule according to the workload. From time to time, the incumbent may be assigned special duties by a supervisor or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS: Task involves the regular, and at times sustained, performance of heavier physical tasks: such as walking over rough or uneven surfaces, bending, stooping working in confined spaces, Lifting, carrying moderately heavy (20-50 lbs.) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

ENVIRONMENTAL REQUIREMENTS: Task may require frequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS: Tasks may require color perception and discrimination. Tasks requires extended viewing of computer screens. Tasks require oral communication ability.

REASONABLE ACCOMMODATION(S): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.