

**MAJOR FUNCTION**

This is highly skilled mechanical and supervisory work involving repairing, testing, calibrating and maintaining the City's comprehensive array of water/gas meters using advanced computer technology. This employee serves as the technical expert, coach and consultant to other employees engaged in the same or related tasks. Work is performed with considerable independence in accordance with established policies and procedures under the general direction of an administrative superior. Work is sometimes reviewed through inspection of work in progress and upon completion, but most often by results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises the work of technicians engaged in repairing, testing, calibrating and maintaining the City's comprehensive array of water/gas meters using advanced computer technology. Reviews all commercial and non-routine work orders and inputs them into the customer information system after clarifying all inconsistencies with originators. Consults with, coaches and recommends solutions to Water Measurement Technicians and other meter service technicians encountering unusual situations regarding troubleshooting, repairing, rebuilding, testing, replacing and/or calibrating water meters and water modules, going out into the field, as necessary. Researches and identifies parameters to test meters that present a problem to other technicians. Splices, troubleshoots and programs water modules with Handheld computer. Uses Route Manager to train and assist other technicians in downloading marriage files from Handhelds. Uses Route Manager to set up routes for meter service technicians to use in field. Uses Energy Axis Management System to upload marriage files into database. Trains and provides support to Water Measurement Technicians and other meter service technicians on using Handhelds and programing related modules. Sets up Installation Definitions for new meters in Route Manager. Ensures that all new meters and parts are ordered and put into inventory and meter configuration is set up in Customer Information System and with applicable meter vendors. Works with vendor's support group to troubleshoot hardware and software issues. Ensures that water meter records (recording, consumption, date of test and age) are properly maintained and prepares daily reports, as needed. Attends weekly Advanced Metering Infrastructure meetings and phone conferences. Uses Microsoft Word and Excel to set up spreadsheets. Maintains and tests backflow prevention devices (age, test data and cost of repairs). Recommends the selection, advancement, transfer, grievance resolution, discipline and dismissal of supervised staff, as applicable. Conducts performance appraisals and recommends the approval or disapproval of merit increases, as applicable. Performs related work as required.

**Other Important Duties**

Attends developmental and training opportunities. Participates in monthly staff meeting for meter staff. Assists in working field orders when staff is short or under heavy workload. Conducts research to identify and keep abreast of technological advances in metering. Provides training for Career Progression participants, as requested. Fills in for supervisor, as required. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of departmental rules and regulations. Considerable knowledge of the methods and techniques utilized in the testing, repairing, calibrating of water/gas meters. Considerable familiarity with the mechanical design, parts and operations of water/gas meters and with the tools used for testing, repairing and calibrating them. General mechanical ability. Ability to keep records and to make routine reports. Ability to plan, organize, train, and inspect work of employees engaged in related work. Ability to deal with the public in an effective and courteous manner. Ability to conduct computer research and prepare overview of results. Ability to prepare reports and keep records. Considerable skills in the use of hand tools used in repairing, testing and

calibrating of water/gas meters. Skill in the use of computers and the applications and programs that are necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes testing, repairing and calibrating commercial and residential water meters or an equivalent combination of training and experience. Completion of one year of college in general studies or completion of one year of technical training in computer technology or electronics may substitute for one year of the required experience. One year of the required experience must include directing and coaching the work of other employees engaged in installing, testing or calibrating water meters.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

Must possess at the time of application and maintain a valid Water Distribution System Operator Level III (or higher) license in accordance with the Florida Department of Environmental Protection regulations, as a condition of continued employment.

Established: 03-17-18