

**Title:** Water Meter Repairer Foreman  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** Water Distribution Supervisor  
**Department:** Water Utilities

**Class Code:** 7078  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is skilled supervisory work involving the direct responsibility for the overall water meter maintenance, repair and testing operations. Work also involves performing a variety of trades activities to support both the water meter and distribution sections. Work is performed with considerable independence under the general direction of the Superintendent of Water Distribution.

### **ESSENTIAL FUNCTIONS:**

1. Supervises meter shop and field employees engaged in the repair, testing, and maintenance of all water meters.
2. Oversees the installation, removal, and relocation of residential and commercial water meters, the replacement of damaged boxes and meters, and the repair of meter registers and meter leaks.
3. Oversees water meter field functions such as repairing service lines, checking low water pressure, and investigating high bill complaints.
4. Supervises the installation, testing, and maintenance of water backflow preventers.
5. Maintains parts inventory and initiates material requisitions for parts necessary for repairs.
6. Plans, supervises, and performs machine work, welding/cutting, and small engine repair.
7. Maintains shop performance records and makes monthly statistical reports.
8. Maintains adequate shop inventory of meter and backflow parts.
9. Performs all other associated duties in regards to the installation, maintenance of water lines/attributes and other associated services provided by the City. Perform foreman duties for night time call out.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs acting supervisor duties when assigned supervisor is not available.
2. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the design, principles, and specific mechanisms of various types of water meters and backflow preventers.
2. Thorough knowledge of the design and principles of special tools and equipment used in water distribution system maintenance and construction.
3. Knowledge of mechanical work, welding/cutting, small engine and special equipment repairs.
4. Ability to plan, supervise, and inspect the work of employees.
5. Ability to diagnose defects in water meter equipment and determine proper corrective measures.
6. Ability to maintain records and inventories and prepare reports.
7. Ability to communicate to Water Distribution employees, internal and external customers via telephone, radio and other means of communication.
8. Ability of being a self starter, self motivated and detailed oriented.
9. Thorough knowledge of the acceptable supervisory principles.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, and exerting up to 100 pounds of force on a recurring basis. Occupation does require repetitive motion such as movement of the wrists, hands, legs and/or fingers.

The job risks exposure to no significant environmental hazards.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent, supplemented by vocational or technical training in water meter operation and repair.
2. Four (4) years of experience in water meter repair with a minimum of two (2) years in a journey level capacity. May have a combination of water meter repair experience along with general experience in regards to the maintaining of a water distribution system.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must be able to obtain, within the first six (6) months of employment, and maintain a valid state of Florida Class "A" Commercial driver's license with appropriate endorsements as are required by the employing department.
2. Must maintain a valid home telephone number.
3. Must possess current Backflow Preventer Testing Certification or obtain within the first year of employment.
4. Required to pass and maintain qualification for:
  - a. Respiratory Protection Physical.
  - b. Pulmonary Function.
  - c. Qualitative and Quantitative Fit Test(s).
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.