



Temporary Meter Technician

Department: Customer Service

Salary: \$14 to \$16 per hour

FLSA Status: Non-Exempt

Union Membership: N/A

Reports to: Customer Service Supervisor

Prepared/Revised Date: January 2017

About the Position

The Temporary Meter Technician performs meter services including meter reading, documentation, maintenance, repair and replacement. Provides exceptional service to both internal and external customers.

Essential Duties and Responsibilities include the following. Other duties, responsibilities, and activities may change or be assigned at any time with our without notice.

- Read and document meters
- Install, service and repair water meters
- Complete work orders as assigned
- Lock and unlock meters
- Test, troubleshoot and access meters
- Service and maintain tools and equipment
- Assist field crews if needed
- Prepare required forms and other documentation in an accurate and timely manner
- This position requires employee to be out in the field

Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Education, Experience and/or Skills:

- HS Diploma, GED or equivalent and related experience and/or training; or equivalent combination of education and experience. Experience in public water distribution, is desirable
 - Proficient ability to use computers and MS Office Suite
-

Education, Experience and/or Skills: (continued)

- Proficient in basic mathematics
- Read maps, use GPS, and find locations within the District's service area
- Ability to follow through on assigned tasks and meet deadlines
- Ability to meet and exceed customer expectations
- Able to multi-task and change priorities quickly when needed
- Excellent organizational skills and high attention to detail
- Strong oral & written communication skills with good phone etiquette
- Ability to create good working relationship with co-workers and the general public, and ability to work well under pressure and stay calm in stressful situations
- Must be self-motivated and flexible with the ability to work independently with frequent interruptions
- Must maintain confidentiality and discretion regarding sensitive information
- Valid Driver's License with an acceptable driving record

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk on uneven and/or steep terrain, stoop, kneel, climb or crouch.

Work Environment:

The noise level in the work environment is usually moderate.

The employee is regularly exposed to outdoor weather conditions.

The employee is occasionally required to work in confined spaces.

The employee is occasionally required work near moving traffic.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Highline Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.