

Posted: August 1, 2018
Dept: Water
Grade 14, Step 1
Salary: \$66,019.00
Respond to: Town of Yorktown
Human Resources Department
By August 10, 2018

WATER METER MAINTENANCE FOREPERSON

GENERAL STATEMENT OF DUTIES:

Supervises and assists in the maintenance and reading of water meters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, an incumbent of this position is responsible for the reading, maintenance, repair and testing and the installation and removal of all water meters. Employees whose positions are allocated in this class are permitted considerable freedom for independent action in planning and carrying out assignments, though work is spot checked to see the policy, as determined by the Superintendent or other supervisor, is being carried out. Supervision is exercised over a small number of maintenance personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists in the installation and removal of water meters;
Supervises and assists in the repair, rebuilding, painting, and testing of consumer's water meters and the water recording and measuring instruments and equipment used in plant;
Supervises and assists in the reading of water meters;
Schedules the replacement of water meters;
Investigates consumer's complaints relative to the improper functioning of water meters and reports of illegal tampering of water meters;
Keeps records of meters and meter parts on the hand and requisitions materials to maintain sufficient stock;
Keeps records of meters and meter parts on hand and requisitions materials to maintain sufficient stock;
Keeps records of meters as to date of purchase, location, testing results, scheduled replacement date, etc.;
Consults with superior on technical problems and decisions involving policy determination.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the construction of water meters; good knowledge of meter testing practices; good knowledge of the practices, tools, and terminology involved in the maintenance and repair of water meters; mechanical aptitude, ability to plan and supervise the work of others; ability to read water meters; ability to understand and carry out oral and written instructions; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Either: (a) graduation from high school or possession of a high school equivalency diploma and three years of experience in water maintenance work which involved the repair, installation or reading of water meters; or (b) completion of grammar school and seven years of work experience, three years of which were in water maintenance work which involved the repair, installation or reading of water meters; or (c) a satisfactory combination of the foregoing training and experience equivalent to (a) or (b).

SPECIAL REQUIREMENTS:

Possession of a license to operate a motor vehicle in New York State at time of appointment.

Mail, fax or e:mail resume to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.