

POSITION AVAILABLE - WATER METER REPAIRER

The Northern Westchester Joint Water Works (NWJWW) of Cortlandt Manor, Westchester County, New York is seeking a Water Meter Repairer.

The NWJWW operates two 1A water treatment facilities, and manages water distribution systems for several communities. This position will be assigned to related tasks in various locations within Yorktown, Cortlandt and Somers. Please see the job description below for specifics and for the minimum qualifications.

In accordance with County of Westchester Civil Service regulations, the appointment of a qualified individual will be a provisional status. The appointee will be required to participate in the civil service exam when it is announced, and will need to be reachable for permanent appointment from the established list.

The work week is Monday through Friday, 7:00 a.m. – 3:30 p.m., and the annual salary range for this position is \$50,000 - \$55,000.

The NWJWW is an Equal Opportunity Employer and encourages all qualified applicants to apply.

Interested parties should forward their letter of interest and resume by March 22, 2024 to the attention of:

Catherine Paget, Business Director
Northern Westchester Joint Water Works
2065 East Main Street
Cortlandt Manor, NY 10567
Fax 914-737-7344
personnel@nwjww.com

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent or Water Maintenance Foreperson, the incumbent of this position maintains and repairs water meters, and is responsible for operating the meter repair shop in connection with a water distribution system. Position also involves fieldwork required in checking, testing and reading water meters. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Tests new meters received from factory prior to usage;

Tests, cleans, repairs, and rebuilds defective meters brought into shop by water maintenance personnel;

Tests all repaired meters for proper calibration; Paints all repaired meters;

Issues all new and repaired meters to water maintenance personnel;

Tests all types of meters in the field, investigating reports of improper functioning, leakage, etc.;

Installs chartometer on meters in the field to determine size of meter required;

Reads and records meter readings or uses a remote to obtain meter readings;

Turns water service on or off as directed;

Maintains a stock of meter parts;

Maintains records such as, meters received from factory, meters issued to personnel, meters repaired in the shop;

Maintains a file of the location of all meters in the system;

Makes periodic reports to supervisor as to meter changes, repairs, salvage, etc.

Use computer applications or other automated systems such as spreadsheets, word processing, calendar, and e-mail and database in performing work assignments.

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 meters; the ability to understand and carry out oral and written instructions; mechanical aptitude; ability to meet and deal with the public effectively; ability to keep simple records as to the operations of the shop; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; neatness; initiative; thoroughness; dependability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the maintenance and operation of mechanical equipment.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment. The appointing authority is responsible for verifying and ensuring that the candidate meets this condition at time of appointment and throughout the course of their employment.