

## WATER METER MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for the reading, maintenance, repair, testing, installation and removal of all municipal water meters. Employees allocated to this class plan and make assignments to ensure the work is completed. Supervision is exercised over Water Service Workers and Water Meter Readers. Does related work as required.

### 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;

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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;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software 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 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; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; good judgment; physical condition commensurate with the demands 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 water maintenance work which involved the repair, installation or reading of water meters.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license appropriate for the vehicle to be operated, and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

Towns, Villages, Special Districts  
Cities of Rye and Peekskill  
J.C.: Competitive  
1b

Job Class Code: 0626