

April 10, 2019

**VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER**

VACANCY: Water Service Person - Public Utilities -Water Division

SALARY: 34D \$22.59 to \$28.91 per hr. (hired before 7/1/09)
\$22.59 to \$28.36 per hr. (hired after 7/1/09)
Full Time – 40 Hour Work Week

NATURE OF WORK: IMPORTANT – Please read attached job description.

QUALIFICATIONS: High school or vocational school graduate or the equivalent. Some experience in the construction, installation, maintenance or repair of water mains, services and water meters; or any combination of experience and training which provides a demonstrated potential for performing the duties of the position.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Personnel Department, Room #235, City Hall. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

LAST DATE TO APPLY: Wednesday, April 17, 2019.

Water Serviceperson

General Statement of Duties:

This is semi-skilled mechanical work in the installation, adjustment and repair of water meters, reading water meters and recording consumption and in other work relating to the maintenance of customer water services.

Work involves, responsibility for installing, residential and commercial water meters, cleaning, repairing and testing water meters in the field and repair shop as well as the accurate reading and recording of water consumption of utility customers. Work includes frequent public contact sometimes involving complaint situations which the employee must meet with patience and tact. Incumbents work independently and follow standard work methods unless special instructions are given by a superior. Work is largely routine and is not subject to close supervision or inspection but may be judged by proper installation of water meters, reading of water and customer complaints.

Supervision Received:

Work is performed under the general supervision of the Water Service Supervisor.

Supervision Exercised:

None.

Illustrative Duties:

Reads water meters on an assigned route; computes water consumption and records findings; maintains records of meters, read and reports meters not accessible for reading; makes special readings as required.

Installs, removes and resets residential and commercial water meters; makes minor repairs to meters in the field in order to avoid their being removed; checks to see that meters and visible plumbing are correctly installed and functioning properly.

Installs wire from meter to the outside of building for remote meter readers.

Tests, inspects, cleans and determines repairs needed; repairs, cleans, and assembles simple, large and compound water meters in the field and shop.

Operates (off/on) shut offs for buildings.

Cleans meter bodies and repaints same; scrapes and assembles hard rubber discs; replaces broken gaskets; inspects gear trains, registers and other meter mechanisms for worn or defective parts and cleans and replaces them with new or reconditioned parts.

Water Serviceperson

Illustrative Duties: (cont.)

Diagnosing electronic problems with electronic meter systems.

Performs related work as required.

Minimum Qualifications:

None.

Knowledge, Skill and Abilities:

Considerable knowledge of the municipal water distribution system to read water meters, locate, install and repair water meters.

Considerable knowledge of all applicable OSHA requirements.

Ability to keep clerical records and to make routine arithmetical computations and check figures rapidly and accurately.

Ability to establish and maintain effective relationships with the public, to deal with customers courteously and to explain requirements and policies to the general public.

Ability to work in unfavorable weather conditions.

Skill in the use of common tools in making plumbing and mechanical repairs and installations. Considerable knowledge of electronic A.R.B. and radio transmittable remote meter reading system.

Considerable knowledge with the use of personal/laptop computers.

Experience and Training:

High school or vocational school graduate or the equivalent. Some experience in the construction, installation, maintenance or repair of water mains, services, and water meters; OR any combination of experience and training which provides a demonstrated potential for performing the duties of the position.

Must have a valid Connecticut driver's license. Must obtain a Distribution Operation Class I certification within the time frame outlined in the Public Health Code.

