

WATER METER REPAIR AND CALIBRATION SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Water Meter Repair and Calibration Supervisor directs employees who perform skilled installation, maintenance, repair, and calibration of both commercial and residential water meters and administrative duties, as well as project management work. This class also provides direct supervision and direction over the day-to-day activities of Water Meter Technician I and II's who perform meter repair and calibration activities on meters 3" and larger as well as Meter Maintenance/Irrigation Technicians who install, remove, and test 2" and smaller meters, clean meter boxes, and provide irrigation delivery to properties in Mesa's irrigation service area. The responsibilities for this class include: training and supervising subordinates (both shop and field) in water meter maintenance, repair, Automatic Meter Reading (AMR) installation, and calibration techniques and procedures; assigning and scheduling daily work and routes for meter repair and calibration technicians and irrigation workers; overseeing the daily operations of the work unit; reviewing the work of staff through meetings, reports, conferences, and results achieved; completing performance appraisals and resolving the more complex meter issues and problems. This class is also responsible for performing all aspects of procurement of large and small meters including: testing, evaluating, and recommending meters and meter suppliers; providing meter specifications and coordinating contract bidding with Procurement staff; recommending meter types; setting the delivery schedule for the meters; monitoring meter stock and coordinating disposal of scrapped meters per City Policy and contract requirements; and oversight of the budget for meters and associated inventory. This class also coordinates large meter rehabilitation with Engineering design and construction staff, these duties include identifying meters and vaults to be replaced; updating design specifications and details for meter assemblies; meeting with Engineering staff to review plans and identify changes and/or needs; purchasing meters/backflows; scheduling shipping; and conducting site visits to inspect work of contractors. The Water Meter Repair and Calibration Supervisor also is responsible for managing all aspects of the Small Meter Replacement Program, including procuring meters, tools, plumbing parts, etc.; routing and scheduling meter change outs in coordination with Customer Service; overseeing temporary employees; training new and existing staff members on meter change-out process; prioritizing and assigning work; and tracking meter change outs that have been brought in and replaced for productivity and accountability statistics. This class performs related duties as required.

Distinguishing Features: A Water Meter Repair and Calibration Supervisor is responsible for the effective and efficient oversight of the installation, maintenance, repair, and calibration of the various types of commercial and residential water meters in service in the City. Work activities require considerable initiative and independent judgment in completing assignments in accordance with established standards and specifications. General direction is received from the Deputy Director-Water Distribution and Collections who reviews work through meetings, conferences, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Five years of full-time employment involving the maintenance, repair, and calibration of water meters including experience in administration, planning, operation, purchasing, scheduling, project management, etc. Minimum two years' experience with the operation, maintenance, and delivery of flood irrigation systems. Three years of supervisory experience. Proficiency in Windows based software, including Word, Access, and Excel.

Special Requirements. Must possess a Grade II (or higher) Water Distribution Operator certification from the Arizona Department of Environmental Quality (ADEQ) or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within 3 months of hire or promotion. Must possess a valid Class D Driver's License by hire or promotion date.

Substance Abuse Testing. This class is subject to Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382.

Preferred/Desirable Qualification. Experience working with construction technology and working with customers is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with general public, other city employees, subordinates, management, contractors, and public officials and others in order to disseminate information and ensure that customer service goals are met. Provides training to subordinates and other departments in the repair and calibration of meters and metering technology. Communicates with meter manufacturers regarding meter design, specifications, shipping needs, etc. Prepares and updates documents and databases needed to maintain meter history files.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures to ensure accurate meter test results are recorded and irrigation delivery is completed as scheduled. Ensures that all staff observe Occupational Safety and Health Administration (OSHA) standards, state regulations per Environmental Protection Agency (EPA) and ADEQ standards, and that all meters are tested and repaired in order to operate within American Water Works Association (AWWA) specifications. Detects hazardous materials related to work performed in confined spaces (example: water meter vaults). Detects traffic sounds when working near moving traffic including backup warning devices, sirens, etc. related to performing duties in the field. Inspects vaults to record "as-built" information, and then suggests changes, modifications, and additional equipment needed to bring each vault into compliance and to ensure adequate water supply to meet customer's needs. Inspects and reviews newly acquired water systems to determine what changes, modifications, and repairs are necessary to bring them into compliance with current City specifications and standards. Operates a motor vehicle requiring a standard Arizona Driver's License to drive to and from job sites to review the work of subordinates, meet with contractors, Engineering staff, and respond to meter/irrigation related issues. Uses a variety of tools and equipment such as torches, welders, truck mounted boom, confined space entry equipment, Automatic Meter Reading (AMR) Electronic equipment, and related safety equipment. Meets scheduling and attendance requirements.

Mental: Writes City of Mesa water meter specifications. Plans, organizes, assigns, and reviews work of subordinates. Enters data into a personal computer to track meter inventory, purchases, daily activity reports, meter repair history, timekeeping, Performance Appraisal Forms (PAF's), and other performance reports for management. Ensures that a sufficient stock of properly functioning residential meters are available and that commercial water meters in the field are maintained in proper working order so that all City of Mesa utility customers are correctly and accurately charged for the water they use. Trains subordinate staff in the techniques and procedures of residential and commercial meter maintenance inspection, repair, testing, AMR installation, and calibration. Maintains inventory and orders parts needed for repair and maintenance of a variety of sizes and types of commercial and residential water meters. Maintains inventory of rebuilt and/or new residential and commercial water meters to provide adequate stock for new service and replacement activities. Redesigns and retrofits older large water meter vaults to bring them up to current City specifications. Determines parts and supplies needed for meter repair and maintenance activities based on projection of numbers, types, and sizes of meters to be pulled as part of a regularly scheduled maintenance program and for new construction. Assists with the preparation of and administration of capital and operations and maintenance budget for the Water Meter Shop activity.

Knowledge and Abilities:

Knowledge of:

residential and commercial water meter maintenance, repair, electronics (AMR), and calibration techniques and procedures;
meter design, performance characteristics, and technology;
City of Mesa Irrigation system and delivery schedules;
understanding the repair and maintenance practices of an irrigation delivery system;
repair procedures to valves pipelines and structures;
traffic control procedures and practices utilizing barricades and traffic cones;
Universal Plumbing Codes;
the major causes of water meter failure and malfunction;
City of Mesa Maricopa Association of Government (MAG) and AWWA specifications and standards for water metering and delivery systems;
the methods, policies, and procedures involved in purchasing a large quantity and variety of materials, supplies, equipment, and services;
the principles and practices of municipal finance, budgeting, and accounting;
general principles and practices of employee supervision and training; and
standard specifications for water meters and procedures for requesting procurement of meters when needed.

Ability to:

supervise subordinate employees by participating in hiring and discharge activities, preparing effective performance evaluations, initiating disciplinary actions, and serving as management's representative in the first step of the grievance process;
evaluate purchases and proposed purchases in a fair and impartial manner;
work with subordinates, as needed, to complete major maintenance and repair projects;

read and understand plans/blueprints major replacement and repair projects;
operate a personal computer (including word processing, databases, and spreadsheets);
work in confined spaces and outdoors in temperature extremes for extended periods of time;
supervise, coordinate, and administer the operation of the water meter shop;
meet with contractors, inspectors, project foremen, etc., to establish timetables and coordinate activities to minimize delays in project completion and/or reduce costs in completing required construction, maintenance, or repair activities; and
interact with coworkers, contractors, and the general public to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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MZ/sb/js

CS4619.DOCX

EEO-S/M

JOB FCTN-TEC

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 49

IND-7520

SWORN-N

Non-DOT Random-N

DOT-Y

INCREMENTS 73-200