

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 04/06/05  
Revised: 09/15/10, 09/07/22

## **SENIOR WATER METER TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the oversight of and participation in technical and customer services relative to metering water consumption. The incumbent oversees and performs routine service work on water meters and remote meter reading devices, turns water services on and off, investigates and responds to consumer complaints, investigates unauthorized connections to water and sewer mains, and enters water consumption data into a computer. This position differs from that of Water Meter Technician by virtue of the fact that a Senior Water Meter Technician oversees the water consumption services and must ensure that metering and testing are performed properly. The work is performed under the general supervision of a higher level employee with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and participates in installing, removing, calibrating, maintaining, repairing, rebuilding, testing and reading water meters and remote meter reading equipment;  
Determines when water meters should be replaced;  
Orders parts, tools and equipment relative to the work performed including meter repair parts, tools, shop equipment and uniforms;  
Turns water services on or off;  
Creates new accounts for billing and recommends procedures to the City Chamberlain's office;  
Collects unpaid fees for water consumption;  
Maintains detailed records and logs of water meter installation, maintenance, repair and testing related activities;  
Meets with water consumers to investigate complaints and inspect water meters and internal plumbing for excessive water consumption;  
Searches for illegal and/or unauthorized connections to water and sewer systems and reports violations to the Plumbing Inspector;  
Uses a personal computer to track and aggregate consumption information for billing records, locate maps used for shutoffs and repairs and to turn on and off accounts;  
Drafts layouts for water meter installations;  
Makes recommendations for special conditions or credits requested by customers.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices related to analog and digital water meter installation, calibration, maintenance, repair, testing and reading; good knowledge of the tools and equipment used in analog and digital water meter installation, maintenance, repair, testing and reading including automated meter reading equipment; good and detailed knowledge of municipal geography; good knowledge of billing process for water consumption; good knowledge of the municipal water transmission/distribution and wastewater collection systems; ability to install, calibrate, maintain, repair, test and read water meters and back-flow prevention devices; ability to analyze and organize data and prepare records and reports; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; ability to perform close, detail work involving considerable visual effort and concentration; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs; ability to maintain electronic records; ability to deal effectively with the public; ability to successfully work with and serve a diverse local community; integrity; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of an Associate's degree in electronic technology, electrical technology or a closely related field and two (2) years of full-time paid experience, or its part-time paid equivalent, in the assembly or disassembly of electronic and/or electrical equipment, the repair of mechanisms containing small parts, or reading or repairing water meters, parking meters or similar equipment; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.