



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Crew Leader – Meters	LAST UPDATED:	January 19, 2016
DEPARTMENT:	Meters	JOB CLASS:	
REPORTS TO:	Meter Supervisor	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Meter Supervisor, assists with the supervision of Maintenance Workers in the reading and repair of utility water meters. Schedules and routes assigned crews and meets with plumbers, homeowners and contractors to coordinate water service billing and delivery.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides technical supervision in the reading, installation and repair of utility water meters.
- Assigns Maintenance Workers to specific routes, adjusts routes as needed, and oversees the completion of Work Orders to be provided to Utility Billing Department.
- Responds to customer calls for service and sets and repairs water meters.
- Interacts with plumbers, builders and contractors in the location and installation of water meters.
- Issues work orders, equipment, tools, and supplies necessary to complete Maintenance Work and repair projects.
- Oversees and assists with the maintenance and repair of water meters, meter reading equipment and tools.
- Provides on the job training instruction or recommends training to new crewmembers.
- Cleans work sites and restores landscaping to original condition upon completion of meter repair projects.
- Operates light construction equipment including Electric Saws, Drills, shovels and hand tools as needed.

Other Important Duties:

- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Travels to read meters, oversee assigned staff and to attend meetings, conferences and training.
- Provides support and assistance to other departments as assigned.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of meter maintenance and repair methods and practices.
- Knowledge of occupational safety and health rules, regulations, practices and procedures.
- Knowledge of computers and related hardware, software and peripherals.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.

- Skill in using light construction equipment and hand tools.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** two (2) years water meter reading, maintenance, installation or repair experience; **or** equivalent combination of education and experience.
- May be required to obtain a Texas Commission on Environmental Quality (TCEQ)Class C Water/Wastewater License within one (1) year of employment.
- Must pass a pre-employment drug screen, criminal background MVR and physical agility test.
- Must possess State of Texas Class C Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and construction maintenance environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to standing and walking over rough or unstable terrain, bending, reaching, kneeling and lifting such as repairing and replacing water meters.
- May be subject to on-call duty.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, light construction equipment, infectious diseases, and air and water borne pathogens common to water utility lines and construction sites.
- Must be able to lift up to 80 pounds.

Approved By:

Signed by Kevin Grant on: _____
Kevin Grant, Operations Manager

10/11/2013
Date



Shannon K. Allyn, HR Generalist

10/11/2013
Date