



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Meter Supervisor	LAST UPDATED:	10/21/2014
DEPARTMENT:	Public Works	JOB CLASS:	
REPORTS TO:	Director of Public Works	FLSA DESIGNATION:	

Summary: Under general supervision of the Director of Public Works, oversees the maintenance, repair, replacement and reading of water meters for both residential and commercial customers. Supervises assigned Public Works Department staff.

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:

- Oversees the maintenance, repair, replacement and reading of water meters for both residential and commercial customers.
- Reviews, prioritizes and assigns work orders to crew leaders.
- Coordinates and provides materials, equipment and tools necessary to complete work orders.
- Conducts on site inspection of work in progress for timeliness and compliance with all applicable codes and regulations.
- Provides on the job instruction of work methods and practices, utilization and maintenance of tools and equipment, utilization of safety equipment and occupational safety and health regulations and practices.
- Researches material costs and specifications with vendors and contract suppliers to determine supply costs and specifications.
- Maintains inventory of necessary parts, supplies, materials and equipment.
- Conducts weekly safety inspections of equipment and vehicles, and schedules vehicles and equipment for preventative maintenance and repairs as needed.
- Responds to inquiries and complaints from homebuilders, homeowners, contractors and vendors related to applicable codes, billing, landscaping and technical issues.
- Prepares annual budget requests and includes projections for replacement of equipment or capital improvement projects.

Other Important Duties:

- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Assists crew leaders and maintenance staff with completion of work orders and projects during times of heavy work loads or emergency repairs.
- Travels to conduct on-site inspections, and attend meetings, conferences, and training.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of public utility easements, plumbing and construction codes and practices.
- Knowledge of budget development practices and procedures.
- Knowledge of inventory control methods and techniques.

- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.

Required Knowledge and Skills (continued):

- Skill in effective oral and written communications.
- Skill in planning and implementing departmental and division procedures and objectives.
- Skill in planning and coordinating multiple projects.
- 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** five (5) years water meter maintenance, installation and repair, two (2) years of which is in a crew leader or supervisory role; **or** equivalent combination of education and experience.
- Must possess a Texas Natural Resources Conservation Commission (TNRCC) Class C Water/Wastewater License.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- 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 operating heavy equipment and power tools.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, 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.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, backhoes, front-end loaders, power and hand tools, and department vehicles.

Signed by Kevin Grant, Assistant Director, Public Works

 Kevin Grant, Assistant Director, Public Works

11/07/2014

 Date



 Shannon Allyn, HR Generalist

11/07/2014

 Date

