

CITY OF GAYLORD

Department of Public Works Water Department Trainee/New Hire, Utility Meter Reader

General Summary

Performs a variety of skilled, technical, and maintenance work in the construction, operation, repair, maintenance, and replacement of City water system.

Supervision Received

Employee is supervised by the Superintendent of the Department of Public Works, with some additional supervision from the City Manager and Water Superintendent.

Essential Duties and Responsibilities

1. Travels assigned routes and takes readings of utility meter dials; records reading on meter cards or inputs data into hand-held micro-computing device or laptop to provide needed information for utility billing or related action; notes any unusual changes in consumption, location or malfunctions such as leaks or damaged meters.
2. Inspects meters and connections for defects, damage, and unauthorized connection or use; reports findings to supervisor.
3. Rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation in consumption.
4. Assists with water service maintenance, operation and construction activities.
5. Inspects and repairs pressure relief valves, water storage tanks, and meters, at frequent intervals to insure that all aspects of the systems are functioning properly.
6. Assists with the installation of new water and sewer lines, installation and relocation of fire hydrants and meters, and maintenance of existing water supply and distribution systems.
7. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
8. Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
9. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
10. Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, and other department facilities to insure that all equipment is in proper working order.
11. Locates existing water mains and leads in accordance with City's participation in the Miss Digg program.
12. Assists in getting water to customer during winter freeze ups.

Peripheral Duties

1. Operates a variety of power construction and maintenance equipment used in the water department.
2. Serves on various employee or other committees as assigned.
3. Operates portable computer for radio read metering system.

Desired Minimum Qualifications

- Education and Experience:
 1. Graduation from high school education or GED equivalent.
 2. Knowledge of computer systems.
- Necessary Knowledge, Skills and Abilities:
 1. Skill in operation of the listed tools and equipment.
 2. Ability to operate and maintain various equipment used in water maintenance and repair such as backhoe and dump trucks; ability to communicate effectively, verbally and in writing; ability to

establish and maintain effective working relationships with employees, other departments and the public.

3. Skill in operating and understanding computers.

Special Requirements

Valid State Driver's license and ability to work on getting CDL endorsements within 6 months.

Other Requirements

1. Resident of the City of Gaylord or of an area not more than twenty miles from the corporate boundaries of Gaylord.
2. Must make continuous improvements toward obtaining S-2 and D-2 certification. The City will require employee to seek education and training to attain these certifications. The City will pay for necessary costs associated with training sessions, including travel, as long as employee receives approval before expenses are incurred.

Tools and Equipment Used

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, laptop and personal computer, copy and fax machine.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must be physically able to access fronts, sides and backs of City buildings and residences during winter months, through heavy snow accumulations, as well as during the other seasons of the year.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.