



METER/CROSS-CONNECTION WORKER 1/2

DEFINITION

Under supervision, assists in cleaning, repairing, replacing, testing, retrofitting, installing, testing, and adjusting water meters and backflow prevention devices and related mechanical equipment, and performs related work as required.

DISTINGUISHING FEATURES

The Meter/Cross-Connection Worker 1 works closely with the Meter/Cross-Connection Worker 2 and the Meter/Cross-Connection Technician, providing semi-skilled shop and field assistance in all facets of meter repair and backflow prevention device testing. The Meter/Cross-Connection Worker 2 classification is the journey level and provides training and higher levels of job knowledge, skills and abilities. The Meter/Cross-Connection Worker 1/2 classifications are flexibly staffed. After 3 years as a Meter/Cross-Connection Worker 1, incumbents are eligible to be considered for advancement to the 2 level. Before advancement to the 2 level, incumbents must also achieve “meets requirements” overall on the most recent evaluation, demonstrate proficiency in job requirements, and acquire the required certifications and licenses.

TYPICAL EXAMPLES OF DUTIES (Illustrative only)

Level 1:

1. Locates, inspects, and tests existing backflow prevention devices and water meters in the field; repairs and installs backflow assemblies and meters.
1. Maintains accurate service records of test and repairs of backflow devices and water meters, and makes periodic and special reports on work performed.
2. Disassembles, cleans, repairs, and assembles a variety of compound and domestic water service meters.
3. Uses a variety of methods and tools in cleaning meter cases, parts and accessories, replaces broken, worn, or defective parts.
4. May change meters in the field, either under the District’s meter replacement program or as required.
5. Sets meter boxes and covers, cleaning foreign matter from inside of box.
6. Assists in repairing meter leaks when necessary and providing auxiliary water for the customer if possible.
7. Uses hand tools and measuring instruments to check tolerances in making repairs.
8. Tests meters after repair and/or conducts special tests of meters upon customer request.
9. Tests various types and sizes of commercial and domestic water meters in the shop and field; keeps necessary records as required.



10. Tests various types and sizes of commercial and domestic water meters in the shop and field; keeps necessary records as required.
11. Assists in keeping parts inventory.
12. Responsible for daily vehicle check and minor, routine maintenance of equipment.
13. Learns to perform higher skilled meter repair and testing work.
14. Contacts customers in the field to plan shutdowns and to schedule meter and backflow device repairs and testing as assigned.
15. Performs tests on backflow prevention devices to ensure that devices are working properly. Advises consumers on District cross connection control ordinance and regulations.
16. Complies with CAL-OSHA personal and equipment safety regulations; observes proper safety precautions and maintains tools, supplies, equipment, and the work site in a safe condition; cleans up work area after the job is completed.
17. May assist other classifications in the performance of more general maintenance tasks as required.

Level 2:

In addition to level 1 duties, the 2 level:

1. May be assigned to the Meter Shop for longer intervals to provide consistency and training in the inspection, maintenance, repair, testing, and installation of various types and sizes of commercial and domestic water meters in the shop and field;
2. Makes recommendations regarding the disposition or economic advantages of repairing and replacing used or defective parts or entire meters, solves difficult repair problems.
3. Tests new, rebuilt, and repaired meters; may also conduct special tests of water meters through the use of hydraulic testing devices. Conducts special water meter test upon customer request; keeps necessary records as required.
4. Meets with contractors to inspect and test new construction backflow prevention devices and enforces the District's cross-connection ordinance.
5. May direct the work of a Meter /Cross-Connection Worker 1 or other assistant on a specific project; may instruct lower level employees in proper meter maintenance procedures in the field or in the Meter Shop.
6. Determines replacement parts and supplies necessary for the repair and testing of water meters and maintaining a parts inventory.
7. Assists and coordinates activities with outside services providing meter testing, repairs and calibrations.



8. Performs higher skilled meter repair and testing work.
9. Investigates to determine cross-connection hazards; instructs consumer to install adequate backflow prevention devices.
10. May terminate customer accounts for non-compliance.
11. Investigates consumer complaints regarding backflow device problems and advises consumers of possible solutions

MINIMUM QUALIFICATIONS

Education and Experience:

Level 1:

High school diploma or its equivalent and one year of work experience that included minor mechanical repair activities involving meter and/or cross-connection device installation, testing and/or repair.

Level 2:

High school diploma or its equivalent and three years of work experience as a Meter/Cross-Connection Worker 1 or equivalent experience that included varied mechanical repair activities involving meter and backflow prevention device installation, testing and/or repair.

Knowledge, Skills and Abilities:

Level 1:

Knowledge of: The identification and safe use of ordinary hand and power tools; arithmetic and mechanical principles as related to shop and field work; and safe work practices.

Skill in: Inspecting, testing and repairing backflow devices and water meters according to established procedures and standards; reading meters accurately; working from and interpreting mechanical drawings; use of hand and power tools and equipment to repair and test meter and backflow prevention devices.

Ability to: Learn the practices, methods, materials, and equipment used in the maintenance, testing and repair of water meters and backflow prevention devices; learn to perform work which requires manipulative skills, mechanical comprehension and logical reasoning; understand and carry out verbal and written instructions; keep accurate, complete records of work performed and make simple written and verbal reports; learn and apply safe work practices; establish and maintain effective working relationships with customers and others both within and outside the District, and deal with the public in a courteous manner.

Level 2:

In addition to the above:



Working Knowledge of: The theory, design construction, and performance repair of backflow prevention devices; basic hydraulics as applied to backflow prevention devices; the practices, methods material, and equipment used in the maintenance and repair of water meters and all types of backflow prevention devices; the District cross-connection ordinance, and other water and sanitary policies, rules and regulations related to the work.

Ability To: Establish and maintain effective working relationships; deal with the public courteously and effectively in situations that may be strained; and to gain acceptance of District policies and procedures.

Licenses, Certificates, or Credentials: Must either possess or obtain within 1 year of employment or promotion, a California Department of Health Services (DSH) D1 Certification or be removed from the position.

Level 1:

Must either possess or obtain within six months of employment or promotion a District - approved certification as a backflow prevention device tester or be removed from the position. Must maintain current District - approved certification as a backflow prevention device tester or be removed from the position. In order to be considered for advancement to the Meter/Cross-Connection Worker 2 classification, in addition to meeting proficiency requirements, must obtain a Class B California commercial drivers license and a District-approved certification as a cross-connection control specialist and must possess and maintain a California Department of Health Services (DSH) D2 Certification.

Level 2:

Must possess a valid Class B California commercial driver's license and have a satisfactory driving record. Must possess and maintain a current District-approved certification as a backflow prevention device tester and cross-connection control specialist.

Other Requirements: Level 1 and 2: Must possess physical characteristics to perform the essential functions of the job, including ability to see, hear, speak, sit, walk, bend, twist, reach, use hands and fingers, and lift up to 70 pounds. Must be willing to work outdoors in a variety of weather conditions and work overtime as needed. Must be clean shaven on a scheduled basis as required to wear respiratory protection equipment.

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Approved: