DEFINITION
Under close to general supervision and in compliance with all CAL-OSHA personal and equipment safety regulations, cleans, repairs, tests, replaces, retrofits, installs and calibrates a variety of water meters, backflow prevention devices and related metering and control instruments in the shop and in the field; safely operates hand and power tools, gauges and equipment; prepares and maintain related records and reports as required by state and local regulations; may assist other District personnel in the inspection and maintenance of mechanical equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS
Meter/Cross-Connection Worker I is the entry level classification in the Meter/Cross-Connection Worker series. Under close to general supervision within a framework of established policies and procedures, incumbents provide semi-skilled shop and field assistance to all facets of meter repair and backflow prevention device testing; learns to perform more complex and difficult diagnostic, testing and repair activities; and learn to safely operate a variety of work-related equipment and hand and power tools. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures. Incumbents may be assigned more skilled work under close supervision for training purposes.

This class is distinguished from the journey-level Meter/Cross-Connection Worker II class which provides supervision to the entry level class in a lead capacity and performs the most skilled duties related to the testing, installation and repair of water meters and backflow prevention devices. The Meter/Cross-Connection Worker I/II, classifications are flexibly staffed. Incumbents in this classification normally advance to level II after three years at entry level and with a performance rating of "meets requirements" overall on the most recent evaluation, demonstrated proficiency in the job requirements and attainment of the certifications and licenses required by the journey level classification.

Meter/Cross-Connection Worker II is the journey level in the Meter/Cross-Connection Worker series. Under general supervision within a framework of established policies and procedures, incumbents perform the most skilled duties related to the testing, installation and repair of water meters and backflow prevention devices and provide supervision to Meter/Cross-Connection Worker I and/other personnel, as assigned. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

TYPICAL DUTIES
TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Meter/Cross-Connection Worker I:

- Locates, inspects, and tests existing backflow prevention devices and water meters in the field; repairs and installs backflow assemblies and meters.
• Disassembles, cleans, repairs, and assembles a variety of compound and domestic water service meters; and learns to perform higher skilled meter repair and testing work.

• Uses a variety of methods, tools, and measuring instruments to clean meter cases, parts and accessories; to replace broken, worn, or defective parts and to check tolerances in making repairs.

• May change meters in the field, either under the District's meter replacement program or as required.

• Sets meter boxes and covers, cleaning foreign matter from inside of box.

• Assists in repairing meter leaks when necessary and provides auxiliary water for the customer if possible.

• Tests various types and sizes of commercial and domestic water meters in the shop and field; keeps related records as required; tests meters after repair and/or conducts special tests of meters upon customer requests.

• Conducts daily vehicle inspection; maintains vehicle in safe operating condition while in the field; regularly checks operation of lights, brakes, accessories; ensures adequate fuel and oil supply; keeps tires properly inflated; makes other similar service checks and reports need for mechanical repair and adjustments.

• Contacts customers in the field to plan shutdowns and to schedule meter and backflow device repairs and testing as assigned.

• Performs tests on backflow prevention devices to ensure that devices are working properly. Advises consumers on District cross connection control ordinance and regulations.

• 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.

• Maintains accurate service records of test and repairs of backflow devices and water meters, and makes periodic and special reports on work performed; and assists in maintaining a parts inventory.

• May assist other classifications in the performance of more general maintenance tasks.

• Performs other related work as required.

**Meter/Cross-Connection Worker II (In addition to the duties listed for Level I)**

• 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.
• Makes recommendations regarding the disposition or economic advantages of repairing and replacing used or defective parts or entire meters, solves difficult repair problems.

• 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 tests upon customer requests; keeps related records as required.

• Meets with contractors to inspect and test new construction backflow prevention devices and enforces the District's cross-connection ordinance.

• May direct the work of a Meter /Cross-Connection Worker I or other personnel on a specific project; may instruct lower level employees in proper meter maintenance procedures in the field or in the Meter Shop.

• Determines replacement parts and supplies necessary for the repair and testing of water meters and maintains a parts inventory.

• Assists and coordinates activities with outside services providing meter testing, repairs and calibrations.

• Investigates to determine cross-connection hazards; instructs consumer to install adequate backflow prevention devices; may terminate customer accounts for non-compliance.

• Investigates consumer complaints regarding backflow device problems and advises consumers of possible solutions.

**REQUIREMENTS**

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

**Education and Experience:**
High school diploma or equivalent and

**Meter/Cross-Connection Worker I:** One (1) year of work experience that included minor mechanical repair activities involving meter and/or cross-connection device installation, testing and/or repair.

**Meter/Cross-Connection Worker II:** Three (3) years of work experience as a Meter/Cross-Connection Worker I or equivalent experience that included varied mechanical repair activities involving meter and backflow prevention device installation, testing and/or repair.

**Knowledge, Skills and Abilities:**
General knowledge of: identification, use and safe operation of standard hand and power tools and equipment; safe work methods and pertinent safety regulations; arithmetic and mechanical principles as related to shop and field work.

Skill and Ability to: Inspect, test and repair backflow devices and water meters according to established procedures and standards; read meters accurately; work from and interpret
mechanical drawings; safely and effectively use hand and power tools and equipment to repair and test meter and backflow prevention devices; 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; operate a vehicle observing legal and defensive driving practices learn and apply safe work practices; establish and maintain effective working relationships; deal tactfully and courteously with customers and the general public; and perform essential duties of the job without causing harm to self or others.

**Meter/Cross-Connection Worker II:** (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 principles, practices, methods, materials, tools and equipment used in the installation, testing, 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.

**Skill and Ability to:** interpret the District cross-connection ordinance and other water and sanitary policies, procedures, rules and regulations; communicate with the public courteously and effectively in situations that may be strained and to gain acceptance of District policies and procedures.

**Additional Requirements:**

**Meter/Cross-Connection Worker I:**
- Must either possess or obtain within one year of assignment to this classification, a California Department of Health Services (DHS) D1 Certification: Failure to obtain and maintain a DHS D1 certification within eighteen (18) months of assignment will result in removal from the classification.

- Must either possess or obtain within six (6) months of assignment to the classification, a District approved certification as a Backflow Prevention Device Tester. Failure to obtain and maintain District approved certification as a Backflow Prevention Device Tester certification within six months of assignment will result in removal from the classification.

**Meter/Cross-Connection Worker II:**
- Must posses and maintain a valid Class B California commercial driver’s license and have a satisfactory driving record.

- Must possess and maintain District-approved certifications as a Backflow Prevention Device Tester and Cross-Connection Control Specialist.

- Must possess and maintain a California Department of Health Services (DHS) D2 Certification.

**Working Conditions/Physical Requirements:**
The essential duties of these classifications require the ability to work outdoors under various climatic and geographic conditions; to work overtime as needed; to remain clean shaven as required to wear respiratory protection equipment; to work in an environment with exposure to
high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil; and to regularly perform duties in water, on uneven and slippery surfaces, around moving vehicles and equipment and on equipment with moving parts and subject to continuous vibration.

The essential duties of this classification require repetitive use of feet and hands to operate vehicles, equipment and tools and the ability to lift and carry tools and equipment weighing up to 70 pounds; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision; to maintain body equilibrium to prevent falling when walking, standing or crouching on slippery surfaces; to sit, bend, twist, stoop, kneel, crouch, reach, stand, and walk; and finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

Revised: 07/12

Approved: [Signature]
Human Resources/Risk Manager