



**El Dorado Irrigation District**  
**JOB ANNOUNCEMENT**

**Position:** Temporary Meter Technician (90 days)

**Salary:** \$26.66 per hour

**Date Opened:** March 6, 2024

**Filing Deadline:** March 14, 2024 5:00 p.m.

**Human Resources Technician: LV**

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The Human Resources Department is currently accepting applications for the position of **Temporary Meter Technician** in the Customer Service Division of Finance.

**This is a temporary position and incumbent is employed for a period not-to-exceed three months from date of appointment.**

Under supervision, performs field service activities related to reading, collecting, and recording water meter consumption data; interacts with customers and responds to customer concerns in the field; and tests, repairs, and upgrades/replaces water meters.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Takes and confirms accurate water meter registration/consumption readings; makes equipment adjustments, including routine re-settings; tests and makes repairs to large and meters.
- Performs equipment calibration and pressure checks; pulls meters for shop service and installs new meters as necessary.
- Installs and repairs automated meter-reading devices.
- Distributes and places door hanger tags as notification regarding non-payment and related matters, and scheduled and/or emergency shut-offs; performs re-reads, disconnects, and re-connects.
- Reviews consistency and accuracy of meter readings; documents and reports unusual readings, possible cross-connections, and unauthorized connections, and/or other unusual circumstances for follow up.
- Performs leak detection checks as requested or according to observation; repairs leaks in the field as appropriate or makes referral to maintenance and/or operations staff for follow up.
- Re-reads meters in cases of unusual billings or consumption patterns; investigates reports of stuck or malfunctioning meters.
- Turns on/off water service per authorized instructions; shuts and locks services; removes meters as directed.
- Interacts with customers in the field by responding to questions or complaints about water service; provides customers with oral and written information about District services, policies, and administrative regulations; refers difficult or sensitive issues to higher-level personnel and/or other departments and divisions, as appropriate.

- Works with customer service and/or other District staff in verifying addresses for new or existing water services to confirm accurate construction, service, and billing addresses; obtains Global Positioning System (GPS) coordinates for meter locations.
- Maintains vegetation clearance around meter boxes and surrounding areas in accordance with District policy.
- Stocks utility truck with parts, supplies, and meters needed to meet work assignments.
- Keeps and maintains manual and computer logs of daily activities; records information regarding a variety of information including meter change outs, high water usage, and change of ownership.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

## **QUALIFICATIONS**

***Knowledge of:*** Basic principles of arithmetic, including addition, subtraction, multiplication, division, and percentages. Basic practices and methods of record keeping. Basic use of computers and computer-aided devices for data entry and retrieval. Basic practices of customer service interaction.

***Skill/Ability to:*** Learn to perform a variety of field service activities related to the installation, repair, and reading of water meters. Use a variety of hand and light power tools such as picks, wrenches, shovels, pruners, drills, saws, and weedwackers. Learn geography and street and road locations within the District's jurisdiction. Learn to use a computer to enter and retrieve data. Learn to use manual methods and electronic equipment used in collecting and recording water consumption data, and locating meter boxes. Learn to identify problems with water meters and data collection/recording devices. Learn to perform repair and installation of meters. Deal tactfully with customers encountered in the field. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others. Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

***Experience and Education:*** Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

***Experience:*** One year of water utility field or construction trades experience is desirable.

***Education:*** Equivalent to completion of the twelfth grade.

## **SPECIAL QUALIFICATIONS**

***License and Certificate:*** Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.