

# WATER METER TECHNICIAN

## Recruitment #1611-1019DC-003

<b>List Type</b>	Original-Continuing
<b>Requesting Department</b>	DPW-WATER-BUSINESS
<b>Open Date</b>	1/31/2017 5:00:00 PM
<b>Filing Deadline</b>	2/24/2017 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

## INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## PURPOSE

Under the direction of the Water Field Supervisor, the Water Meter Technician (WMT) performs testing, installation, exchange, removal and on-site repair of small and medium water meters and the attached electronic transmitting devices in private residences and businesses throughout the Milwaukee Water Works service area.

## ESSENTIAL FUNCTIONS

- Perform water meter exchanges, installations and repairs for water meters (from 5/8" to 2") in homes and businesses.
- Interact with customers to provide Milwaukee Water Works information, answer questions, and address concerns in a positive manner.
- Install, repair and replace the electronic components of the water meters used in the automated meter reading system.
- Disassemble, clean, repair, test and certify small and medium water meters.
- Assemble, program and verify the operation of meter dials and electronic transmitters.
- Install emergency hose connections when required.
- Assist the Water Meter Specialist with the installation, removal, testing and repair of compound, turbine, mag and fire service meters as directed.
- Respond to and resolve customer complaints of low water pressure, no water, meter tampering and meter leaks.

## ***Water Meter Technician (DPW-Water-Business)***

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- Perform water turn-offs for non-compliance with repair or access orders.
- Perform service pipe thawing to restore water service when required.
- Communicate promptly and completely with office staff, the Water Control Center, Customer Service and supervisors regarding investigation results, actions taken and other information needed to determine the net course of action, if any.
- Complete assigned paperwork, such as work orders, time sheets, and corrective action notices thoroughly and in a timely manner for submission to supervisors.
- Perform various inventory control tasks, including preparing meters for use in the field.
- Install and inspect equipment and meters for hydrant use permits and verify proper permitting.
- Report any water theft as discovered to supervisors.

### **CONDITIONS OF EMPLOYMENT**

- Must work an assigned work schedule. (Monday-Friday or Tuesday-Saturday, 8:00 a.m.- 4:30 p.m. or other shift as determined.)
- Subject to call-in for emergency overtime assignments for temporary water service needs.
- Must work primarily in customer properties and outdoors, in all types of weather conditions, throughout the entire Milwaukee Water Works service area, including St. Francis, Greenfield and Hales Corners.
- Must be able to lift, move or transfer objects weighing up to 100 lbs occasionally, up to 50 lbs frequently, and up to 20 lbs consistently.
- Must be able to perform physical activities in the work environment that require walking, standing, climbing, crawling, crouching, stooping, kneeling, reaching, balancing, pushing and pulling.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

### **MINIMUM REQUIREMENTS**

1. Two years of full-time experience installing, adjusting, repairing and maintaining meters OR two years of mechanical experience.
2. Valid driver's license at time of appointment and throughout employment.

NOTE: Equivalent combinations of training and experience may also be considered.

### **DESIRABLE QUALIFICATIONS**

- Knowledge of plumbing systems.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Oral communication skills; ability to effectively communicate with citizens, co-workers and management.
- Customer service skills; ability to represent the City of Milwaukee in a professional and positive manner and to interact with customers tactfully.
- Mechanical ability, including the ability to work with wrenches, screw drivers, pliers, vice grips, hammers and other specialty hand tools.
- Ability to use a computer to enter and retrieve information.
- Ability to drive, navigate and read maps of Milwaukee, St. Francis, Greenfield, Hales Corners and surrounding area to locate addresses and to travel from appointment to appointment efficiently and on schedule.
- Ability to work independently and to meet or exceed daily scheduled appointments.
- Ability to manage multiple priorities during emergency conditions.
- Ability to perform all work assignments safely.

## **CURRENT SALARY**

**THE CURRENT STARTING SALARY (PAY RANGE 7DN)** for City of Milwaukee residents is \$39,220 annually, and the non-resident starting salary is \$38,258 annually.

## **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **February 24, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.