

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>OPERATOR-IN-TRAINING (WATER)</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Class</b>	<b>Level 2</b>
<b>Effective Date</b>	<b>July 2018</b>

### General Statement of Duties

Reads water meters, records, and reports water usage; performs maintenance on water meters and lines; performs related work as required.

### Classification Summary

The principal function of an employee in this class is to read water meters to record and report water usage ensuring correct water billing. The work is performed under the direct supervision of the Water Service Supervisor but some leeway is granted for the exercise of independent judgment and initiative. An employee in this class may perform the duties of other employees in the water department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and employees, property owners, renters, businesses, other government agencies, and the general public. The principal duties of this class are performed in an outdoor environment, which may involve adverse weather conditions and related hazards.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Records water usage by driving and walking specified routes to read individual and group water meters at residential and business addresses;
- Receives work orders for re-checks, service initiation or discontinuance;
- Performs re-checks of meters previously read to verify accuracy or notify owners/occupants of possible problems and check for faulty meters or distribution system malfunctions;
- Disconnects services from abandoned or empty residences and businesses and from

properties for non-payment for services and serves as department liaison to explain program billing practices, policies and procedures;

- Digs, disconnects, repairs and replaces water meters and lines;
- Changes old or non-working meters;
- Replaces broken meter boxes or meter box lids;
- Raises or moves water meters to comply with new program requirements or ease access to information;
- Performs a variety of tasks associated with water distribution system repair and maintenance;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Maintains meter inventory;
- Maintain well chlorinating supplies and cleans wells;
- Learns meter routes, account numbers and reading sequences;
- Performs water initiation and turn-offs;
- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
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- Good knowledge of water meter hand-held computer operation and meter reading techniques;
- Good knowledge of Caldwell city geography, streets and business locations;
- Good knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Good knowledge of customer relations principles and practices;
- Ability to comprehend and follow safety rules and regulations;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform all work tasks and activities in accordance with City policies, procedures and safety practices;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to establish and maintain effective working relationships with other City employees, City officials, property owners, renters, businesses, other government agencies, and the general public;
- Ability to perform a wide variety of tasks and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from high school or possession of a GED; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a current and valid driver’s license;
- Possession or the ability to obtain a Class A CDL with tanker endorsement issued by the State of Idaho within 90 days of employment;
- Must obtain a Class I Water Distribution Certification within 24 months of employment;
- After hours on-call and residency within a 20-minute service response area;
- Subject to a pre-employment drug test and background check.

**Physical Demands**

**N (Not Applicable)**      Activity is not applicable to this position.  
**O (Occasionally)**      Position requires this activity up to 30% of the time (2.5+ hours/day)  
**F (Frequently)**          Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)  
**C (Constantly)**          Position requires this activity more than 60% of the time (Over 5.5 hours/day)

**Physical Demands**

<u>C</u>	Stand
<u>C</u>	Walk
<u>O</u>	Sit
<u>C</u>	Manual Manipulation
<u>C</u>	Grasp
<u>C</u>	Reach Outward
<u>F</u>	Reach Above Shoulder
<u>C</u>	Speak
<u>F</u>	Climb
<u>F</u>	Crawl
<u>C</u>	Squat or Kneel
<u>C</u>	Bend

**Lift/Carry**

<u>C</u>	10 lbs or less
<u>C</u>	11 – 20 lbs
<u>F</u>	21 – 50 lbs
<u>O</u>	51 – 100 lbs
<u>O</u>	Over 100 lbs

**Push/Pull**

<u>C</u>	12 lbs or less
<u>C</u>	13 – 25 lbs
<u>C</u>	26 – 40 lbs
<u>O</u>	41 – 100 lbs
<u>O</u>	Over 100 lbs

**Hazards/Potential Exposure**

<u>C</u>	Toxins/caustics/chemicals
<u>C</u>	Extreme conditions
<u>C</u>	Dust
<u>C</u>	Moving mechanical parts
<u>O</u>	Potential electrical shock
<u>C</u>	High pitched noises
<u>C</u>	Blood-borne pathogens
<u>C</u>	Gaseous risk/fumes
<u>C</u>	Construction zone hazards
<u>C</u>	Communicable disease
<u>O</u>	Hot liquids/fire
<u>C</u>	Height & confined spaces

### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to read and enter data in computerized system;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment and perform construction activities to repair and replace water meters, meter boxes, lines and lids;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform manual work to repair and replace water lines, boxes, and meters.

I have reviewed these job requirements and the detailed job description and verify that I can perform all essential functions of this position.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_