CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: WATER METER MAINTENANCE SUPERVISOR **JOB CODE: 2613**
DEPARTMENT: GENERAL SERVICES **DATE: 2/08**
REPORTS TO: BUSINESS MANAGER

JOB SUMMARY:

Supervises and participates in maintaining and repairing the city's water metering system; flushing out water systems; surveying for leaks; inspecting, maintaining, and repairing backflow prevention devices; associated customer service activities; and scheduling associated activities with internal and external customers.

ESSENTIAL JOB FUNCTIONS:

Maintains employee time sheets and payroll records; manages the purchasing and inventory control of parts, equipment, and supplies for unit.

Prepares and oversees associated program budget.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work.

Oversees the water metering, maintenance, and reading program.

Oversees the large meter testing and exchange program by maintaining compliance with AWWA large meter testing recommendations.

Oversees the leak detection program.

Oversees the cross-connection program.

Oversees the customer service program.

Responds to customer concerns and inquiries.

Performs uploads and downloads of readings and routes from the utility billing system to and from the reading systems; develops reports.

Maintains meter and reading device records in the utility billing system.

Prepares accounts receivable billing information for associated work.

Issues confined space entry permits.

Prepares weekly and monthly reports of productivity and progress of meter and backflow prevention program; compiles annual reports and estimates for budgeting meter and cross connection program; completes and submits state reports on cross connections.

Confers with vendors about problems with Automatic Meter Readers (AMR); coordinates returns, ordering, receivables, recalls, and employee training.

Ensures proper installation of secondary meters, and submits plumbing design as necessary; reviews water entrance plans and plumbing designs as necessary.

Oversees contractors for testing of backflow prevention devices; surveys new building and renovations for

possible cross connections to determine need for backflow detection devices.

Calculates, quotes & collects water/sewer investment fees in accordance with City ordinances, resolutions and policies.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools	Power Tools	Computer
Wattage Testing Kit	Exotoxics Meter	Motor Vehicle
Various Heavy Equipment	Leak Detectors	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Four years of progressively responsible experience as maintenance mechanic in one or more special trades; and,

One year of experience in supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

NEWWA Backflow Prevention Device Tester Certification

State Distribution Systems Operator Grade III Certification

NEWWA Cross Connection Control Survey Certification

May require other trade-specific licensure or certifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard practices, methods, tools, and equipment used in the construction, repair, and maintenance of buildings and other municipal structures.

Practices in leak detection, large meter testing, backflow prevention testing and inspection work, and temporary meters.

City, state, and federal laws applicable to building, plumbing, electrical, and mechanical codes.

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, equipment, and services.

Customer service methods and practices.

Basic budgetary principles and practices.

Accepted personnel practices, procedures, and polices including supervision, training, and performance evaluation.

Occupational hazards, safety regulations, and precautions relating to the maintenance trade and in the protection of public safety.

Skill in:

Use of various types of hand and power tools and/or backflow prevention devices.

Mathematical computations.

Communicating effectively orally and in writing.

Developing and maintaining electronic spreadsheets.

Compiling and organizing information for report preparation.

Mental and Physical Abilities to:

Lay out, assign, and supervise the work of skilled tradesman and helpers.

Make accurate estimations of time and materials.

Work from oral and written instructions, specification, and blueprints.

Establish and maintain effective working relationships within the workplace.

Deal courteously and diplomatically with the general public.

Communicate effectively, both orally and in writing.

Read, analyze, and interpret technical procedures and government regulations.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Occasionally lift light or heavy objects.

Working Conditions:

Work is performed in an office and outdoors where the employee may be exposed to cold or inclement weather.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.