



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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Meter Technician

The Town of Valdese (approximate population 4,867) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the “foothills meet the mountains”. Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

An employee in this class engages in a variety of work associated with providing water-metered services to citizens. Work includes monthly reading and billing of all water meters within the system, maintenance and repair of water meters, and inspection of work related to any project and upgrades of master meters. Employee is subject to working in inside and outside environments, including extreme hot and cold weather; and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. Employee may be required to inspect water meters, utility holes or other small-enclosed spaces. Work is also subject to the final OSHA standards on blood-borne pathogens and involves emergency callback service. Work is performed under regular supervision of the Public Works Director and is evaluated through observation, conferences, and written reports to ensure compliance with established specifications and standards, and productivity of the unit.

Education and Experience Requirements:

Graduation from high school or equivalent. Graduation from high school, or possession of General Education Diploma, and considerable experience in water or sewer meters, system maintenance or construction, or an equivalent combination of education and experience.

Special Requirements:

Valid North Carolina Driver’s License. Possession of North Carolina Class B CDL. Possession of AWWA Meter Technician Certification; or ability to obtain within two years of employment.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary of this position is \$35,165.00 DOE. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule. Visit townofvaldese.com for more details.

Contact and submittal information:

Town of Valdese
P.O. Box 339
Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldese.com.

Deadline: Open until filled

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



Town of Valdeese
METER TECHNICIAN I

I. General Statement of Duties

Performs responsible technical work including repair; replacement and installation of meters and appurtenances; and meter reading.

II. Distinguishing Features of the Class

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III. Duties and Responsibilities

Essential Duties and Tasks

- Responsible for the installation, maintenance and repair of water meters.
- Participates in field work and investigates reports of tampering, leaking, and broken meters.
- Responsible for flushing and cleaning water lines.
- Ensures all meters are read during the billing cycle and is responsible for meter reading equipment and software.
- Responds to citizen requests, concerns, and issues; performs field review to determine availability of water; meets with citizens to resolve problems; locates and marks lines for contractors and other utilities.
- Prepares and maintains a variety of records and/or logs related to daily activities, material and supply requisitions, and other related items.
- Responsible for training new and existing employees.
- Prepares necessary state and federal reports to maintain state approval for meter system operation and maintenance.
- Coordinates the work of meter reading and service connections and disconnections.
- Responsible for inspection of newly constructed water meters for adherence to specifications and plans.
- Purchases materials and supplies and ensures adequate inventory is maintained at all times.
- Installs, services, and tests water meters and meter yokes.
- Keeps customers informed when water service is turned off for repairs.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Knowledge of principles and practices of construction, repairs, and/or maintenance of water meters, and related structures.
- Knowledge of department policies and procedures pertaining to the reading of water meters.
- Knowledge of related occupational hazards and safety precautions, including but not limited to shoring, confined

- space entry, and work zone signing.
- Knowledge of relevant engineering specifications, AWWA requirements, and environmental laws.
- Knowledge of personnel, budgeting and purchasing procedures.
- Knowledge of the organization's water customer policies and service streets.
- Skill in the use of meter reading equipment, materials, and tools.
- Skill in water distribution and collection system maintenance and repair.
- Skill in oral and written communication.
- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Ability to read plans, maps, and drawings.
- Ability to speak effectively before a group and to individuals, to deal tactfully and firmly with the public, and to establish and maintain good working relationships with supervisors, peers, subordinates, and citizens.
- Ability to maintain and prepare accurate plans and reports.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.
- Must possess the visual acuity necessary to read maps and diagrams, operate a motor vehicle, operate a computer terminal, and read and prepare reports including the analysis of data and figures.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.

Desirable Education and Experience

- Graduation from high school, or possession of General Education Diploma, and considerable experience in water or sewer meters, system maintenance or construction, or an equivalent combination of education and experience.

Special Requirements

- Valid North Carolina Class B Driver's License
- Possession of AWWA Meter Technician Certification; or ability to obtain within two years of employment.
- Must be able to successfully pass medical physical exam and drug test.
- Must be able to successfully pass criminal background check.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is non-exempt.