



DEFINITION

Under supervision (Meter/Cross-Connection Worker I) and general supervision (Meter/Cross-Connection Worker II) of the Distribution Supervisor, and in compliance with all CAL-OSHA personal and equipment safety regulations, cleans, repairs, tests, replaces, retrofits, installs, and calibrates a variety of water meters, backflow prevention assemblies, and related metering and control instruments in the shop and in the field; safely operates hand and power tools, gauges, and equipment; prepares and maintain related records and reports as required by state and local regulations; may assist other District personnel in the inspection and maintenance of mechanical equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Meter/Cross-Connection Worker I is the entry-level class in the Meter/Cross-Connection Worker series. Under close to general supervision, within a framework of established policies and procedures, incumbents provide semi-skilled shop and field assistance to all facets of water meter repair and backflow prevention assembly testing. Incumbents learn to perform more complex and difficult diagnostic, testing, and repair activities and learn to safely operate a variety of work-related equipment and hand and power tools. As experience and proficiency are gained, assignments become more varied and complex. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion by the Distribution Supervisor. There is limited latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the experienced, journey-level Meter/Cross-Connection Worker II class by the routine nature and limited complexity of work assignments and the level of supervision received. The Meter/Cross-Connection Worker I and II classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the Meter/Cross-Connection Worker II classification with demonstrated proficiency to meet the job requirements of the Meter/Cross-Connection Worker II classification.

Meter/Cross-Connection Worker II is the experienced, journey-level class in the Meter/Cross-Connection Worker series. Under general supervision, within a framework of established policies and procedures, incumbents perform the most skilled duties related to the testing, installation, and repair of water meters and backflow prevention assemblies. In addition, the incumbent may act as lead worker to Meter/Cross-Connection Worker I and/or other personnel, as assigned. Assignments are given in general terms and are subject to review upon completion by the Distribution Supervisor. There is some latitude for independent judgment and action in well-defined areas of work.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Meter/Cross-Connection Worker I:

- Locates, inspects, and tests existing backflow prevention assemblies and water meters in the field; repairs and installs backflow prevention assemblies and water meters.

Meter/Cross-Connection Worker I/II

- Disassembles, cleans, repairs, and assembles a variety of compound and domestic water service meters; learns to perform higher skilled water meter repair and testing work.
- Uses a variety of methods, tools, and measuring instruments to clean water meter cases, parts, and accessories; replaces broken, worn, or defective parts and checks tolerances in making repairs.
- May change water meters in the field, either under the District's meter replacement program or as required.
- Sets water meter boxes and covers, cleaning foreign matter from inside of box.
- Assists in repairing water meter leaks when necessary and provides auxiliary water for the customer if possible.
- Tests various types and sizes of commercial and domestic water meters in the shop and field; keeps related records as required; tests water meters after repair and/or conducts special tests of meters upon customer requests.
- Conducts daily vehicle inspection; maintains vehicle in safe operating condition while in the field; regularly checks operation of lights, brakes, and accessories; ensures adequate fuel and oil supply; keeps tires properly inflated; makes other similar service checks and reports need for mechanical repair and adjustments.
- Contacts customers to plan shutdowns and to schedule water meter and backflow prevention assembly repairs and testing as assigned.
- Performs tests on backflow prevention assemblies to ensure that assemblies are working properly; advises consumers on District cross connection control ordinance and regulations.
- Complies with CAL-OSHA personal and equipment safety regulations; observes proper safety precautions and maintains tools, supplies, equipment, and the work site in a safe condition; cleans up work area after the job is completed.
- Maintains accurate service records of test and repairs of backflow prevention assemblies and water meters and makes periodic and special reports on work performed; assists in maintaining a parts inventory.
- May assist other classifications in the performance of more general maintenance tasks.
- Performs other related work as required.

Meter/Cross-Connection Worker II (In addition to the duties listed for Level I)

- May be assigned to the Meter Shop for longer intervals to provide consistency and training in the inspection, maintenance, repair, testing, and installation of various types and sizes of commercial and domestic water meters in the shop and field.

- Makes recommendations regarding the disposition or economic advantages of repairing and replacing used or defective parts or entire water meters; solves difficult repair problems.
- Tests new, rebuilt, and repaired water meters; may also conduct special tests of water meters through the use of hydraulic and gravimetric testing assemblies and systems; conducts special water meter tests upon customer requests; keeps related records as required.
- Meets with contractors, property managers, and maintenance personnel to inspect and test new construction backflow prevention assemblies and enforces the District's cross-connection ordinance.
- May lead the work of a Meter/Cross-Connection Worker I or other personnel on a specific project; may instruct lower level employees in proper water meter maintenance procedures in the field or in the Meter Shop.
- Determines replacement parts and supplies necessary for the repair and testing of water meters and maintains a parts inventory.
- Assists and coordinates activities with outside services providing water meter testing, repairs, and calibrations.
- Investigates to determine cross-connection hazards; instructs consumer to install adequate backflow prevention assemblies; may terminate customer accounts for non-compliance.
- Investigates consumer complaints regarding backflow prevention assembly problems and advises consumers of possible solutions.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a high school diploma or its equivalent; and

Meter/Cross-Connection Worker I: One (1) year of work experience, which includes minor mechanical repair activities involving water meter and/or cross-connection assembly installation, testing, and/or repair.

Meter/Cross-Connection Worker II: Three (3) years of full-time work experience equivalent to that of a Meter/Cross Connection Worker I within the District, which includes varied mechanical repair activities involving water meter and backflow prevention assembly installation, testing, and/or repair.

Knowledge, Skills, and Abilities:

Knowledge of: identification, use, and safe operation of standard hand and power tools and equipment; safe work methods and pertinent safety regulations; arithmetic and mechanical principles as related to shop and field work; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: Inspect, test, and repair backflow prevention assemblies and water meters according to established procedures and standards; perform basic plumbing work; read water meters accurately; work from and interpret mechanical drawings; safely and effectively use hand and power tools and equipment to repair and test water meter and backflow prevention assemblies; learn the practices, methods, materials, and equipment used in the maintenance, testing, and repair of water meters and backflow prevention assemblies; learn to perform work which requires manipulative skills, mechanical comprehension, and logical reasoning; understand and carry out verbal and written instructions; keep accurate, complete records of work performed and make simple written and verbal reports; operate a vehicle observing legal and defensive driving practices learn and apply safe work practices; perform essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Meter/Cross-Connection Worker II: (In addition to the above)

Working Knowledge of: the theory, design, construction, and performance repair of backflow prevention assemblies; basic hydraulics as applied to backflow prevention assemblies; the principles, practices, methods, materials, tools and equipment used in the installation, testing, maintenance and repair of water meters and all types of backflow prevention assemblies; the District cross connection ordinance, and other water and sanitary policies, rules and regulations related to the work.

Skill and Ability to: interpret the District cross-connection ordinance and other water and sanitary policies, procedures, rules and regulations; communicate with the public courteously and effectively in situations that may be strained and to gain acceptance of District policies and procedures.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Meter/Cross-Connection Worker

I:

- Must possess, or obtain within six (6) months a valid Class B California commercial driver's license and have a satisfactory driving record.
- Must possess, or obtain within one (1) year of assignment to this classification, a California Department of Health Services (DHS) D1 Certification. Failure to obtain and maintain a DHS

D1 certification within one (1) year of assignment will result in removal from the classification.

- Must possess, or obtain within six (6) months of assignment to the classification, a District approved certification as a Backflow Prevention Assembly Tester. Failure to obtain and maintain District approved certification as a Backflow Prevention Assembly Tester certification within six (6) months of assignment will result in removal from the classification.

Meter/Cross-Connection Worker II:

- Must possess and maintain a valid Class B California commercial driver's license and have a satisfactory driving record.
- Must possess and maintain District-approved certifications as a Backflow Prevention Assembly Tester and Cross-Connection Control Specialist.
- Must possess and maintain a California Department of Health Services (DHS) D3 Certification.

Working Conditions/Physical Requirements:

The essential duties of these classifications require the ability to work outdoors under various climatic and geographic conditions; to work overtime as needed; to remain clean shaven as required to wear respiratory protection equipment; to work in an environment with exposure to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil; and to regularly perform duties in water, on uneven and slippery surfaces, around moving vehicles and equipment and on equipment with moving parts and subject to continuous vibration.

The essential duties of this classification require repetitive use of feet and hands to operate vehicles, equipment and tools and the ability to lift and carry tools and equipment weighing up to 70 pounds; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms-length to twenty feet with a good field of vision; to maintain body equilibrium to prevent falling when walking, standing or crouching on slippery surfaces; to sit, bend, twist, stoop, kneel, crouch, reach, stand, and walk; and finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

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Approved: _____
Human Resources