



LOWER RIO GRANDE

Public Water Works Authority

PO Box 4626

Anthony, New Mexico 88021

(575) 233-5742

Meter Reader

Classification: Full Time

Supervisor: Finance Manager or Designee

Status: Non-Exempt

DESCRIPTION:

Responsible for ensuring accuracy of water meters through testing, calibrating and maintaining the meter change outs program. Monitoring and maintaining the fire hydrant flushing program. Maintains the pressure regulator maintenance and keeps accurate records.

ESSENTIAL FUNCTIONS:

- Installs and resets meter boxes and lids throughout the LRGPWWA Service Area ensures accessibility to Meter Readers
- Turns water service on and off as requested by customers or Customer Service
- Makes repairs and tests meters in the field and in the Meter Shop
- Aids in the investigation of customer problems; including leaks and high bills, conducts repairs and changes out water meters as necessary
- Replaces landscaping from repair damage that may occur; repairs or replaces broken curb stops
- Locates buried meters, reads meters when it is not possible for the Operators to gain access
- Acquires reads and locates meters
- Changes them out according to change out program; verifies meters are servicing correct addresses
- Maintains; tests and repairs water meters ranging from ¾" to 10" in the field and Meter Shop
- Identifies water service line leaks to make the necessary repairs on the LRGPWWA side of the meter or communicates to the customer of leaks on the private side of meter
- Changes out water meters ranging from ¾" to 2"
- Locates and raises buried meter boxes for Meter Reading to gain access
- Replaces old meter boxes and lids
- Assists in the installation and repair of post fire hydrants
- Responsible for the record keeping and flushing of routine and dead end water main fire hydrants in order to keep the fire hydrant flushing program current
- Assists in the installation and repair of large diameter pressure reducing valves
- Knowledge of procedure involved in responding to water quality complaint calls



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- Monitors and maintains the fire hydrant flushing program including the routine and dead end water main fire hydrants in order to keep the fire hydrant flushing program current
- Installs, maintains and repairs post fire hydrants
- Safely operates a mini excavator and capable of training subordinates in its operation
- Utilizes a flow data logger and proper programming, installing and down loading procedures
- Programs and wires remote water meters in the distribution system
- Installs and repairs of large diameter pressure reducing valves
- Trains and influences staff in all safety practices and procedures
- May have respond to after-hours emergency calls

Additional Duties:

- Performs other duties as assigned
- On call is a requirement of this position

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent
- Three to Five years of experience as a Water Meter Mechanic
- New Mexico Level 3 water certification

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Ability to assume the responsibilities of the Crew Leader
- Ability to comprehend blueprints
- Ability to respond to after-hours emergency calls
- Ability to be a self-starter and work independently
- Ability to maintain a solid rapport with co-workers and deliver quality customer service to customers of the LRGPWWA
- Ability to perform accurate and precise record keeping
- Must be skilled in all aspects of the water metering
- Ability to communicate effectively both verbally and in writing
- Ability to form and maintain effective relationships with coworkers and customers



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- Ability to maintain regular and punctual attendance
- Ability to be self-starter and work independently
- Ability to program; install and download data logging device

CONDITIONS OF EMPLOYMENT:

- Must have a valid New Mexico Class "D" Driver's License prior to employment
- Must be insurable by LRGPWWA insurance
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must pass a physical examination
- Must be able to work overtime and on-call as needed
- Must have good communication, reading and writing skills

Preferences:

Prior plumbing or waterworks experience
Bilingual in English and Spanish

PHYSICAL REQUIREMENTS:

May be required to lift up to 100 pounds

ADDITIONAL INFORMATION:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the use of meter repair hand tools such as shovels, pipe wrenches; incumbent must wear, eye protection and safety clothing.

Environmental Factors:

The essential functions of this position are performed primarily outside; incumbent is exposed to fumes, gas, dust, noise and occasionally equipment vibration while performing duties.

Employee Signature

Date