



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

September 6, 2019

Job # 2019-036

Room 100

Mayor's Office

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Water Meter Repairman/Installer (Civil Service position)
Department of Public Works – Water Division

HOURS OF WORK: Full-time/40 hours per week

SALARY: \$19.50 - \$22.48 per hour
(According to Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Water Meter Repairman/Installer performs skilled and semi-skilled tasks including reading, testing, repair, installation and replacement of water meters and appurtenances in accordance with accepted practices and procedures.

SUPERVISION RECEIVED:

The Water Meter Repairman/Installer works under the supervision of the Water Service Inspector and indirectly under the Water Maintenance Supervisor.

SUPERVISION EXERCISED:

The Water Meter Repairman/Installer may supervise employees in a lower grade as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Installs, tests, adjusts, seals, repairs and replaces water meters and appurtenances in public, residential, commercial and industrial establishments.
- Reads meters manually, with handheld device or computer and assures that water meters are read and recorded accurately.
- Inspect services and meters for proper installation, unauthorized connections, device tampering and broken meter seals.
- Responsible for maintaining records and reports of activities, water meters, customer complaints, mileage, labor charges, and maintenance of equipment.
- Supervise and train assigned staff.
- Change, program and install remote reading meters and radio transmitting units.
- Responsible for maintenance of assigned tools, equipment and vehicles.
- Interface with public to and resolve customer requests, inquiries and complaints related to meter readings, scheduling of work, meter testing, and other meter related functions in a courteous, effective, and timely manner.
- Turns water service on and off at specific locations for various reasons.
- Assists with scheduling, work assignments, and creation/completion of work orders.
- Performs general building, grounds, and equipment maintenance.
- If properly licensed, test backflow prevention devices.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



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ENTRANCE REQUIREMENTS:

Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- At least two (2) years of full-time experience working in a municipal water meter department or related field
- Massachusetts Grade 1D Full Operator License and MassDEP Cross Connection Certification as a Backflow Preventer Tester preferred.
- High school diploma or equivalent.
- Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of practices, equipment, and technology related to installation, repair, testing and reading water meters and associated piping and valves.
- Ability to use hand and power tools, and install and repair water meters, piping, fittings, valves, radio transmitting units, and appurtenances.
- Knowledge of basic plumbing practices, tools and supplies.
- Basic knowledge of water distribution systems and hydraulics.
- Ability to establish and maintain effective working relationships with subordinates, customers, general public, and other City employees.
- Ability to communicate orally and in writing at a level necessary for efficient job performance.
- Knowledge of and ability to use Microsoft Office applications, meter reading and programming software and hardware, computerized maintenance management systems, and customer information system software.
- Ability to work with minimal supervision, organize and manage efficient use of time, and possesses strong attention to detail.

PHYSICAL REQUIREMENTS:

- Position works mostly in the field, both outdoors and indoors in residential, commercial, and industrial buildings. Frequent travel is required by motor vehicle to job locations. Duties performed outdoors may occur during inclement weather conditions.
- Requires walking, bending, kneeling, reaching, squatting and climbing while making inspections, reading meters, and installing meters and related equipment. Ability to walk for extended time and distance, sometimes through snow or in inclement, hot, and cold weather.
- Must be able to lift up to 50 pounds and access facilities where water meters may be located, including confined spaces.
- Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

WEDNESDAY, SEPTEMBER 18, 2019

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT: https://www.haverhillma.gov/departments/human_resources/

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2019-036 WHEN APPLYING ONLINE.

Address: 4 Summer Street Haverhill, MA 01830 Webpage: https://www.haverhillma.gov/departments/human_resources/