



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	Water Meter Reader & Repair Shopman
DEPARTMENT/DIVISION:	Public Works Department/Water Division
PAY GRADE/HOURS:	Grade M37B 40-Hour work week
UNION:	Local 670, RI Council 94, AFSCME, AFL-CIO

POSITION SUMMARY: Under general supervision of the Water Division Superintendent of Water Transmission/Distribution Supervision, reads and records consumption data from water meters; repairs water meters and does related work as required.

DUTIES & RESPONSIBILITIES:

- Reads water meters and records readings.
- Installs water meters.
- Tests and repairs water meters.
- Installs water taps and repairs fire hydrants.
- Welds and pipe fit repair work.
- Responds to fire alarms to check hydrants.
- Responds to emergency calls on broken or defective hydrants.
- Maintains water mains and service connections.
- Reports or repairs defects.
- Responds to customer complains.
- Performs other related duties as required.

QUALIFICATIONS: A high school diploma or a GED equivalent, is required. Must have two (2) years of working experience involving construction, mechanical repair and some public contact. Must possess a Class 1 Distribution Operator License within one (1) year of employment.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES: Good knowledge and skill of the geography of the City; of the characteristics and mechanics of water meters; and of the methods and equipment for repairing hydrants and water meters. Ability to read meters and record readings; ability to deal effectively courteously with public, to perform mechanical and construction repair work; strength, dependability and integrity.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.