

NOTICE OF VACANCY - PLEASE POST

TITLE: Meter Repair Person/Water Service Inspector
DEPARTMENT: Engineering/DPS
POSITION STATUS: Full-time, AFSCME Local 1818 position with benefit
REPORTS TO: DPS Director or his/her designee

<u>SALARY:</u>	<u>STEP I</u>	<u>STEP II</u>	<u>STEP III</u>
	\$859.34	\$890.96	\$923.80

DUTIES:

In accordance with the City water ordinances and established procedures, performs a variety of inspections designed to ensure appropriate meter installation, readings, and cross connection control devices, etc.

Reads water meters in homes, commercial buildings and industrial locations. Computes water consumption.

Repairs meters, installs meters and MIU's and troubleshoots meter problems.

May be required to access water meters in pits or crawl spaces, using crowbars, picks and shovels adhering to confined space entry procedures.

As water inspector, checks operations of meters for accuracy. Investigates abnormalities requiring a basic knowledge of plumbing and water consumption. Notifies building owners when abnormalities are observed.

Provides updated reports of non-functioning meters and meters which may have been tampered with.

Reports any water consumption abnormalities or meter/water violations to supervisor with recommendations for corrective action. Writes report of non-compliance and conducts re-inspection.

Assist in determining if a home is correctly connected to the City water and/or sewer system. Identify sump pumps and how they discharge from the building.

Performs other DPS duties as required and assigned.

QUALIFICATIONS:

Knowledge of basic plumbing and water distribution.

Working knowledge of policies and regulations of the water department regarding the service rates, illegal or unauthorized water consumption, etc. required.

Basic knowledge of plumbing and water consuming devices, occupational hazards and safety precautions.

Proficient with basic tools and their use for meter replacement/repair.

General computer knowledge, ability to work with computer, tablet, or phone.

Ability to successfully complete trainings such as confined space entry and meter repair.
Ability to work from specifications, drawings and oral and written instructions.

Ability to walk and work outside in all weather conditions.

Good knowledge of street locations.

Knowledge of meter types; ability to read and record information.

Ability to recognize and report abnormalities in functioning water meters. Knowledge of basic mathematics and ability to make simple mathematical calculations.

Valid Massachusetts driver's license required. Must own reliable car. Compensation for travel is in accordance with the City of Salem's Vehicle Policy and the Agreement between the City and AFSCME Local 1818.

Strong skills in organization, communicating and writing.

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 frequently required to sit and talk or hear. The employee is regularly required to stand; walk; use hands to finger, handle or feel objects; tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl; and smell. The employee must regularly lift and/or move up to 25 pounds and occasionally 100 pounds.

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually moderate.

Applicants can apply to jobs@salem.com until position is filled.

City of Salem
Lisa B. Cammarata, Director
Human Resources
98 Washington Street, 3rd floor
Salem, MA 01970

Date: September 24, 2018

The City of Salem is an AA/EEO Employer