

*City of Cambridge Water Department*

**METER TECHNICIAN**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Water meter installation:

- repair or replacement of water meters
- install and program Meter Transmitter Units (MTU) in public, private, institutional, or industrial establishments
- troubleshoot water meters and MTUs when necessary
- inspect water piping
- perform accuracy testing on removed water meters
- turn on and shutoff water as required

Customer Service:

- investigate high water bills
- investigate problems/complaints as well as investigate potential leaks at customer's property
- schedule appointments with customers, prepares reports
- verify exception reports, account numbers, MTU serial numbers and meter serial numbers for accuracy
- keep records of materials and equipment including meter inventory and meter test results

May perform other related work as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**MINIMUM REQUIREMENTS:**

- Two (2) years minimum experience in water works construction and maintenance activities or equivalent.
- Working knowledge of materials, methods and techniques related to the installation and maintenance of meters and MTUs.
- Working knowledge of:
  - Microsoft Word
  - Microsoft Excel
  - MUNIS
  - Web browsers such as Chrome or Edge
- A valid Class D driver's license is required

**HOURS OF WORK:** 40 hours per week including one half hour unpaid lunch break. Monday thru Friday, 7:00 a.m. – 3:30 p.m. Overtime may be required.

**RATE:** \$23.98 to \$30.80/hour + excellent benefits

**ADDITIONAL BENEFITS (As Outlined in Current Independent Water Workers Association Collective Bargaining Agreement):**

- Competitive Health, Dental and Vision benefits
- Vacation and sick leave eligible
- Sick Incentive Pay eligible
- 3 Personal Days
- 13 Paid Holidays
- Clothing Allowance, \$1,000 per year
- Eligible for hourly stipends associated with Water Distribution licenses, Hoisting & Engineering licenses, and a Commercial Driver's License

**APPLICATION PROCEDURE:** Submit both your resume and cover letter via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) or to the Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312.

**Resume and cover letter requested by 03/09/22. Position will remain open until filled. We are an AA/EEO Employer.**