

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: WATER METERING OPERATIONS LEAD
DEPARTMENT: GENERAL SERVICES
REPORTS TO: UTILITY BILLING PROGRAM MANAGER**

**JOB CODE:
DATE: 6/19**

JOB SUMMARY:

Supervises and participates in maintaining and repairing the City's water metering system; inspecting, maintaining, and repairing backflow prevention devices; and scheduling associated activities with internal and external customers.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibilities in accordance with City policies, procedures, and applicable laws, including participating in hiring processes, training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work.

Oversees the water metering, maintenance, and reading program.

Oversees the large meter testing and exchange program by maintaining compliance with AWWA large meter testing recommendations.

Oversees the cross-connection program.

Responds to customer concerns and inquiries.

Issues confined space entry permits.

Prepares weekly and monthly reports of productivity and progress of meter and backflow prevention program; compiles annual reports and estimates for budgeting meter and cross connection program; completes and submits state reports on cross connections.

Confers with vendors about problems with Automatic Meter Readers (AMR); coordinates returns, ordering, receivables, recalls, and employee training.

Ensures proper installation of secondary meters, and submits plumbing design as necessary; reviews water entrance plans and plumbing designs as necessary.

Oversees testing of backflow prevention devices; surveys new building and renovations for possible cross connections to determine need for backflow detection devices.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools

Power Tools

Computer

Motor Vehicle

Various Heavy Equipment

Leak Detectors

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Three years of progressively responsible experience in a trade, preferably in the water, plumbing or metering trades; and,

One year of experience in a supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

NEWWA Backflow Prevention Device Tester Certification

State Distribution Systems Operator Grade III Certification or ability to obtain within two years

NEWWA Cross Connection Control Survey Certification or ability to obtain within one year

May require other trade-specific licensure or certifications.

May be required to possess valid NH Class "C" or "B" Commercial Driver's License with Passenger Vehicle or Airbrake Endorsement

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard practices, methods, tools, and equipment used in the construction, repair, and maintenance of buildings and other municipal structures.

Practices in leak detection, large meter testing, backflow prevention testing and inspection work, and temporary meters.

City, state, and federal laws applicable to building, plumbing, electrical, and mechanical codes.

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, equipment, and services.

Customer service methods and practices.

Accepted personnel practices, procedures, and polices including supervision, training, and performance evaluation.

Occupational hazards, safety regulations, and precautions relating to the maintenance trade and in the protection of public safety.

Skill in:

Use of various types of hand and power tools and backflow prevention devices.

Mathematical computations.

Communicating effectively orally and in writing.

Developing and maintaining electronic spreadsheets and records.

Compiling and organizing information for report preparation.

Mental and Physical Abilities to:

Lay out, assign, and supervise the work of skilled tradesman and helpers.

Make accurate estimations of time and materials.

Work from oral and written instructions, specification, and blueprints.

Establish and maintain effective working relationships within the workplace.

Deal courteously and diplomatically with the general public.

Communicate effectively, both orally and in writing.

Read, analyze, and interpret technical procedures and government regulations.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Occasionally lift light or heavy objects.

Working Conditions:

Work is performed in an office and outdoors where the employee may be exposed to cold or inclement weather.

