

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: METER TECHNICIAN**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: WATER METER MAINTENANCE SUPERVISOR**

**JOB CODE: 2703**  
**DATE: 02/08**

**JOB SUMMARY:**

Performs a variety of semi-skilled and limited skilled duties involving the installation, maintenance, and repair of Automatic Meter Reading (AMR) Systems as well as traditional metering systems.

**ESSENTIAL JOB FUNCTIONS:** (All essential functions may not be performed by all incumbents.)

Installs and troubleshoots problems with meters and automatic meter reading systems in residential and commercial locations.

Removes defective meters and replaces with working meters.

Connects automatic meter reading systems to phone line, troubleshoots problems with telephone service related to the system.

Tests for and detects leaks.

Disconnects service to residents for non-payment.

May complete daily work logs to accurately record type and amount of work done.

Interacts with customers to respond to requests or complaints and to explain nature of problem and service performed.

Maintains service truck supply inventory.

Reads and records meter data on an assigned route; checks to determine consistency of meter readings and reports unusual circumstances to supervisor.

Inspects meters for proper installation and working order.

Tests backflow prevention devices.

Surveys for potential cross connections in commercial properties.

Configures and maintains temporary water meters.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Water Meter Test Equipment  
Hand and Power Tools  
Large Meter Tester  
Backflow Prevention Device Testing Equipment

Safety Equipment  
Methane Testing Equipment  
Meters Testing Bench  
Laptop/Hand Held Reader

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

One year of experience as a in a semi-skilled labor or water systems trades job; or,

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

**Licenses and Certifications:**

Backflow Prevention Device Tester Certification.

Valid New Hampshire Driver's License.

May be required to possess valid New Hampshire Class (C) or (B) Commercial Driver's License with passenger vehicle or air brake endorsement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Operation, function, and repair of water meters.

Principles, practices, and materials of the plumbing trade.

Safety practices and principles, including knowledge of safety equipment.

**Skill in:**

Operating water meters, including turning meters on and off.

Communicating clearly and effectively with supervisors, co-workers, and the general public.

Performing basic mathematical computations, such as addition, subtraction, multiplication, and division.

Operating and maintaining a motor vehicle.

Recognizing and identifying abnormal or unusual conditions in meter operation.

Locating streets and subdivisions using a map, meter information report, or source document.

Operation of required tools and equipment.

**Mental and Physical Abilities to:**

Take and follow directions from supervisor.

Perform strenuous and routine work.

Deal courteously and diplomatically with the general public.

Learn about AMR systems, and other style metering systems.

Read and comprehend instructions, forms, short correspondence, and memos.

Apply common sense understanding to carry out instructions.

Perform duties while intermittently sitting, standing, stooping, bending, or crouching.

Frequently lift light or heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

**Working Conditions:**

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.