



Page Utility Enterprises

electric and water services for the people . . . by the people



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WATER/SEWER TECHNICIAN / METER READER

PAGE UTILITY ENTERPRISES (PUE) is seeking qualified applicants for the position of Water/Sewer Technician / Meter Reader. Salary commensurate with experience & qualifications.

The primary function of an employee in this class is to work with crews involved in the operation, maintenance and repair of water distribution and sewer collection utility system throughout the City of Page. Involves preventative maintenance of sewer system including cleaning of lines, manholes, removal of blockages caused by debris and roots, and repair and installation of short sections of the collection system. Participates in the operation and maintenance of the water distribution system through meter reading and replacement, repair of plumbing in buildings and repair and replacement of damaged water mains. Uses all types of hand and power tools and construction equipment in the performance of job.

This position also performs a wide variety of functions relating to the Utility water meter system. Position will be involved in semi-skilled fieldwork, reading water meters both manually and with remote computerized equipment on an assigned route with legible and accurate recording of these readings in a meter book or meter reading electronic interrogator.

Essential Duties & Responsibilities:

- Periodically inventories and cleans division shop areas.
- Installs and replaces water meters to residential and commercial properties.
- Repairs and installs fire hydrants, valves and piping sections on mains.
- Executes tasks related to routine daily work orders such as utility locations, meter installation, meter readings and service disconnects.
- Works with crew on emergency excavation, repair and replacement of damaged sewer and water mains, laterals, valves and associated structures.
- Uses various equipment for routine cleaning and examination of sewer lines.
- Responds to reports of sewer blockages to clear and clean lines.
- Responds to customer complaints regarding water distributions and sewer collection systems, advises property owners of repairs in person or via door hangers.
- Reads meters on an assigned route, recording readings in the appropriate meter book or interrogator unit. Drives vehicle to various locations and walks meter routes.
- Must have ability to assist in setting up a new route or changing route to increase meter reading efficiency. Matches meter serial number with number provided in meter book to be correct.
- Checks meters to see that they are working properly reporting any such leakage to a supervisor in a timely manner.

Peripheral Duties:

- Provides backup manpower for other divisions. May involve individual in grounds keeping, excavation, painting and general maintenance and repair tasks.
- Cleans out buried meters to make them easily accessible when necessary.
- Assists customers with possible reasons for high water usage, or informs customers of any discovered leaks, which may appear to be on their side of the service.
- Reports any meter boxes that are broken, or that need to be raised or lowered.

- Repairs non-working MXU's and/or registers in the radio read system.

Desired Minimum Qualifications:

- Advanced training in any number of trades such as carpentry, electrical, plumbing, and building trades desirable.
- One to three (1-3) years of previous experience in maintenance/repair areas preferably with some experience in repair and maintenance of water and sewer systems.
- Six (6) months of meter reading experience.

Necessary Knowledge, Skills and Abilities:

- General knowledge of basic plumbing, hydraulics, and sewer systems.
- Ability to operate specialized portable and powered equipment such as valve machine, hot tap machine, sewer cleaning and flushing units.
- Ability to use word processing, file and spreadsheet programs desirable.
- Ability to use good judgment in receiving and responding to public information inquiries and complaints.
- Some knowledge of the geography and street locations of the City of Page.
- Knowledge of meters and plumbing system desirable.
- Skill in the operation of listed tools and equipment.
- Ability to use computer and computerized remote meter reading equipment.
- Good written and oral communication skills in the English language.
- Ability to read and interpret basic policy, equipment and plan document instructions with acceptable comprehension levels to perform steps described in written materials.
- Ability to develop and maintain good working relationships with co-workers and other departments.
- Ability to deal tactfully and courteously with the public, even when tense situations occur.
- Ability to make simple mathematical calculations in the field.
- Knowledge of the hazards and applicable safety rules and precautions involved in the everyday activities related to work as a meter reader.
- At times could be asked to work out of classification as needed and perform other duties as required.

Special Requirements:

- Must have proper AZ driver's license as required, CDL preferred. Must be eligible to obtain CDL.
- Must have ability to obtain a Grade 1 Certification from Arizona Department of Environmental Quality in Water Distribution and Wastewater Collection.
- Must be able to learn and apply safety rules and regulations relating to work in excavation and confined space areas.
- May be required to assume after hours on-call time & subject to call out for after-hours emergency repairs & weekend work.

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. This is a physically demanding job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Must have normal range of hearing and excellent physical agility and range of motion for working in cramped or restricted areas. Required to be able to push, pull and lift between 60-80 pounds. Individual must be able to walk for extended periods over rough and varied types of terrain. The ability to climb ladders and other structures is required. Must be able to work in temperature ranges from below freezing to 100+ degrees with appropriate protective equipment. Person must be able to handle stress of working under some of the above conditions under emergency circumstances. Must be physically able to work long periods under adverse conditions or emergency situations using hand tools to excavate piping, remove and replace piping and valves of various sizes to restore utility services.

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.

Must have the ability to operate a range of vehicles from standard passenger car to construction type equipment including dump trucks, water trucks, various cargo vehicles, front loader, backhoe, tractor, trencher, and related equipment. Small tools for lifting meter box lids and regular hand tools.

Work Environment:

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock and exposed to animals (dogs, cats, etc.,) in backyards. The noise level in the work environment is usually moderate.

Work conditions include maintenance and repair on scheduled or emergency basis often in dirty, wet situations under all weather conditions and times of day. Individual will be working in excavations and areas around vehicle traffic and other equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, job related tests might be required, successful completion of pre-employment drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All original appointments shall be tentative and subject to a six (6) month probationary period.

Qualified applicants may submit resume & application to General Manager, P.O. Box 1955, 640 Haul Rd., Page, AZ 86040-1955. Position is open until filled. PUE is an EOE & drug free workplace.