

February 2018



**CITY OF THE VILLAGE OF INDIAN HILL
POSITION DESCRIPTION**

TITLE: Meter Reader/Plant Operator

DEPARTMENT: Water Works

SUPERVISOR: Chief Plant Operator

FUNCTION: Read water meters and provide assistance in the daily operation of the water treatment plant.

REPRESENTATIVE LIST OF RESPONSIBILITIES:

- Reads water meters and turns readings in to Water Works office for billing.
- Assists in plant operations: tests finished water for proper levels; checks motors & pumps for proper levels of lubrication; collects water samples; etc.
- Plant maintenance: assists in monitoring and repair of water treatment facilities & equipment; well field & tower maintenance; performs routine preventive maintenance; and simple mechanical repairs.
- Performs general housekeeping chores to assure a clean and safe water treatment plant.
- Locates water lines, valves, surface lines, meter pit, and curb boxes.
- Inspects water lines, meter pits, and valve boxes.
- Installs remote meters and outside registers.
- Fulfills work orders generated by meter reading; answering questions or complaints of water customers.
- Responds to overtime call-in or calls, as needed for emergencies, 7 days per week, 24 hours per day.
- Assists water distribution crew as needed.

SUPERVISION: none

CIVIL SERVICE STATUS: Non-Exempt

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

6525 Drake Road, Cincinnati, OH 45243
513-561-6500

February 2018

- Must be able to meet and talk effectively with the public and to work without close supervision.
- Knowledge of the principles and practices relating to the practice of water and wastewater treatment and other environmental regulations.
- Ability to understand and carryout verbal and written instructions.
- Ability to read, understand and record data from gauges, scales and meters.
- Skill in operation and repair of pumps, valves, and related mechanical and electrical equipment.
- Ability to maintain home or mobile telephone service for notification of emergency duty.

EQUIPMENT USED:

Automobile; computer including word processing, spreadsheet, database and various software programs; portable water chemical testing equipment; shovels, picks, chains, saws, drills and other hand powered and non-powered hand tools; mowing equipment, string and hedge trimmers; painting equipment; metal detector; welders and similar maintenance equipment; backhoe and dump truck.

PHYSICAL REQUIREMENTS OR RESTRICTIONS FOR POSITION:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Generally, requires physical effort to stand, bend, stoop, kneel, crawl, climb, push, pull, carry, lift and walk. Heavy to Very Heavy work involves occasionally lifting, carrying, pushing or pulling objects, equipment and supplies 50 to 150 lbs. or more and frequently lifting, carrying, pushing or pulling objects, equipment and supplies 25 to 50 lbs. Must be able to constantly lift, move or carry up to 10 to 20 lbs. Required to regularly use hands, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee occasionally works in high or confined spaces and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; proper protection will be provided and worn per the recommended guidelines. The noise level in work environment will vary and at times may be loud; proper hearing protection will be provided and worn per the recommended guidelines. Must be able to smell. Requires ability to communicate verbally in person and via telephone; must be able to hear to perceive information at normal spoken word levels. Requires frequent travel by vehicle and driving to local and distant work sites. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Work is frequently performed outdoors in inclement weather at City facilities and work sites. Requires dexterity to walk over uneven terrain and unfamiliar terrain. Requires ability to work extended and flexible hours (to include nights and weekends).

February 2018

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

High school diploma or equivalent plus one-year laboratory or mechanical maintenance experience.

LICENSES OR CERTIFICATIONS REQUIRED:

- Must have ability to obtain Water laboratory certification – OEPA.
- Minimum Class II Water Operators License – OEPA.
- Must have ability to obtain a Class III Water Operators License – OEPA within 48 months from date of hire.
- Valid Ohio Commercial Driver's License (CDL) – Class A with tanker endorsement or have the ability to obtain within twelve months from date of hire.

SIGNATURES:

Incumbent

Date

Supervisor

Date

The duties listed above are intended only as illustrations of the various types of activities, duties or responsibilities 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. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.