Village of Allouez
Position Description

Position Title: Water Maintenance I—Meter Installer **Revised:** Sept 16, 2014

Reports To: Water Department Foreman

Job Purpose: Entry level position in the Water Department responsible for assisting in installation of new water meters in the distribution system.

Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Assists in installation of new water meters in the water distribution system including removing old meters, installing new meters, and programming the new meter to link with the meter read system.

Assist in set-up of the new meters in the water department shop prior to meter installation.

Position Qualifications: A 2-year associate degree in a relevant field, or a minimum of one year work experience in a water utility, or equivalent, and proficiency in computer skills, are required.

Desirable Knowledge and Abilities: Individual must be willing to learn and be able to install and program water meters to place into operation. The Water Utility will train the individual in the installation and operation of the new water meters. Knowledge of the methods, practices, materials and equipment used in the installation and operation of water meters is desired but not required. Computer skills are required for this position. The ability to work cooperatively with others and to deal effectively with the public is required.

Supervision / Decision Making: This position does not supervise others. Receives general supervision and works alone on routine work from standard practices and procedures.