

Meter Technician

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a Meter Technician in our Public Works Department.

Under direction, reads, records, and reports water meter readings. Collects parking meter monies, turns water services on and off as directed, performs needed maintenance to all City meters, and does other assigned work within the Public Works Department.

IMPORTANT & ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Walks long distances recording meter readings or collecting parking meter monies under various conditions for long periods of time.
- Reads and maintains water meter records and keeps simple records neatly and accurately.
- Enters, retrieves and transfers water meter readings and routes information using a hand-held microcomputer.
- Monitors and identifies trouble codes for leaks and abnormal water consumption.
- Turns customer water services on and off as directed.
- Tests, calibrates, cleans, repairs, and maintains water meter and service connections.
- Removes, dismantles, reassembles and installs water meters as necessary.
- Installs, repairs, checks, and cleans parking meters.
- Keeps records on maintenance and replacements.
- Installs new parking meter posts as directed.

OTHER JOB-RELATED DUTIES

- Replaces damaged meter boxes and vault sections.
- Repairs service leaks and replaces curb stops that are under pressure.
- May respond to emergency calls as needed.

OTHER JOB-RELATED DUTIES (continued)

- Responds to customer inquiries and complaints in person and over the phone.
- Performs temporary, emergency water shut downs.
- Inventories and maintains stock of materials and supplies.
- Follows all applicable health and safety rules and regulations.
- May be assigned to work with other Water service and Public Works crews as required.
- May use computer spreadsheet, database, and word processing.
- Performs other related duties as assigned.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Methods employed in operation and maintenance of water systems and parking meters.
- Principles and practices of plumbing and hydraulics.
- Occupational and safety hazards of the work.
- Basic mathematics.

Ability To:

- Understand and follow oral and written directions.
- Walk under various conditions for long periods of time.
- Perform manual work under varying weather conditions for long periods of time.
- Perform basic mathematical calculations without use of a calculator.
- Use, repair, and maintain small hand tools, mechanical and basic electronic equipment related to Public Works maintenance operations.
- Operate a variety of equipment, vehicles, hand and power tools.
- Set up and keep accurate records, as well as prepare reports (written and/or on computer).
- Deal tactfully and effectively with the public.
- Establish and maintain effective working relationships with the public.
- Understand and speak Spanish (desirable).

EXPERIENCE & EDUCATION GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience: One (1) year experience in water utility or general maintenance and operation is required. Additional two (2) years of experience can be substituted for two (2) years of education.

Training: High school graduation or its equivalent is required.

Special Requirements: Must possess a valid California Class C Driver's License on appointment, and as a condition of continued employment.

Will be required to take special courses or training necessary to perform job duties as may be required by law. Will be required to obtain and maintain a State of California Water Resources Control Board Water Distribution Operator Grade D2 Certification within one year of appointment.

May be required to work overtime, weekends, and holidays. Operations demands may necessitate a permanent work schedule that includes working weekends with days off during the week.

Physical Requirements: Essential duties require the following physical abilities and environmental conditions: ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift about 90 lbs; may be exposed to sun, and work under high and low temperatures associated with Southern California climate; may be exposed to frequent loud noises and toxic/poisonous substances, as well as slippery surfaces.



COMPENSATION AND BENEFITS

Salary Range: \$45,324 - \$56,124 Per Year.

Retirement: Public Employees' Retirement System (PERS) 3% at 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% at 62 for PEPRAs members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

Insurance: Fully paid health, dental, and vision for full-time employees hired before 7/1/09, as well as for their dependents. For full-time employees hired after 7/1/09, City shall only pay full cost up to the highest HMO medical and full cost for Dental and Vision for employee and eligible dependents.

Life Insurance: City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

Sick Leave: 12 days per year. Maximum accumulation of 100 days (800 hours). Accumulation in excess of the maximum is paid annually at a rate of one day's pay for two days Sick Leave.

Vacation: Accrual varies based on years of service and ranges from 10 days (80 hours) per year for 0 to 4 services years to 20 days (160 hours) for 15 service years or more.

Holidays: 12 paid holidays per year.

Uniform Allowance: Uniforms are provided and replaced where applicable, as per Department requirements.

Overtime: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week, based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

Call Back Time: Any general employee called back to work other than as continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 2 hours applies.

Bilingual Bonus: \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

Longevity: 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

Tuition Reimbursement: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there is enough fund allocation in the budget for this item.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at www.sfcity.org or in person at the specified address below.

Completed application must be received in the Personnel Division on or before **Monday, November 13, 2017, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

**City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1239**

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



**INVITES
APPLICATIONS
FOR**

***Meter
Technician***

Open Competitive Examination

SALARY

\$45,324 - \$56,124 Per Year

FILING DEADLINE:

**Monday
November 13, 2017
@ 5 pm**