

# Meter Technician I

**Company:** Manville Water Supply Corporation

**Location:** Coupland, Texas

**Status:** Full-time, Hourly

**Job Category:** Water Distribution System  
Operations, Maintenance & Supply

**Relevant Work Experience:** 1 year customer service  
experience preferred

**Career Level:** Entry Level

**Education Level:** High School diploma or GED required

**Job Description:** This is a full-time, hourly position that reports directly to the Director of Operations. The person in this position is expected to possess or gain the knowledge and skills necessary to gather water usage, maintain water meter functions, customer service & routine repairs/ maintenance within the distribution system. Work includes; meter reading, installation, replacement, disconnection of service, obtaining data logs, leak detection/repairs and general maintenance in the existing distribution system of the Manville Water Service area. Persons employed in this position will be required to obtain knowledge of water distribution system practices, policies, regulatory rules & safety practices. The Meter Technician I will perform other duties as required & be available for on-call, weekend and after-hours assignments.

## License Requirements:

Must possess & maintain a valid Texas Driver's License

Must obtain a valid Texas Water Operator License "D" Class within 1 year of employment in this position

Must obtain a valid Texas Distribution Operator License "C" Class within 3 years of employment in this position

Class A Texas Commercial Driver's License (CDL) preferred

## Requirements:

- \* Must be 21 years of age with at least 3 years driving experience
- \* Must be physically capable of operating a vehicle safely, possess a valid Texas Driver's License and are eligible to be insured with the company insurance automobile plan
- \* Must obtain a CDL physical card prior to being hired
- \* Must obtain required license(s) within the timeframe allotted for continued employment
- \* Ability to maintain confidentiality
- \* Ability to maintain regular and punctual attendance
- \* Must be available for on-call weekend and after-hours assignments
- \* Experience working in the water supply and distribution field or relevant experience preferred, but not necessary
- \* Ability to operate heavy equipment such as a backhoe
- \* Understand and follow oral and written instructions in the English language
- \* Ability to operate electronic devices, i.e. laptop computer, tablet, cell phone, etc
- \* Bend or stoop repeatedly or continually over time to repair or replace water lines or meters
- \* Must be available via company provided cell phone while on-call and during all scheduled working hours
- \* Will be subject to unannounced alcohol and drug testing as a condition of continued employment
- \* Learn job-related material through oral instruction and observation or through structured lecture in an on-the-job training setting or in a classroom
- \* Make continuous or repetitive arm-hand movements to make repairs to the water distribution system
- \* Make fine, highly controlled manipulations of objects

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- \* Coordinate the movement of more than one limb simultaneously to operate equipment
- \* Lift arms above shoulder level
- \* Climb steps to get into and out of equipment
- \* Travel across rough, uneven or rocky surfaces
- \* Move heavy objects (50 pounds or more) long distances (more than 20 feet)
- \* Set up and remove barricades, traffic cones or similar objects

**Working Conditions:** Work in water distribution requires; exposure to water, chemicals, hazardous materials, noise, and heavy lifting in excess of 50 lbs., moving, standing and climbing. May work at heights, in confined spaces and in inclement weather conditions.

## Job Responsibilities:

- \* Ensure the security of all sites, vehicles, tools & equipment on a daily basis
- \* Assist with monitoring system functions through gauges, graphs, meters and control panels by making rounds of system as directed and perform any duties needed to provide safe, clean drinking water
- \* Assisting with completing repairs and maintenance in a timely manner and providing daily status reports to your supervisor and office personnel
- \* Locate and report water leaks in distribution system
- \* Performs customer service work orders, including new accounts, finals, transfers, leaks and re-reads
- \* Read AMR water meters on assigned route and maintain a high level of accuracy (99.9% MONTHLY) in a timely manner for billing of customers
- \* Ensure that meters are registering properly, report to supervisor on meter conditions, defects or suspicious condition
- \* Performs basic maintenance and minor repairs of water meters in the field and in the repair shop
- \* Inspects meters for damage and unauthorized connections
- \* Installs meters and meter boxes, including digging holes
- \* Audits meters for accuracy
- \* Assists customers by checking for leaks and possible misreads
- \* Obtain data log to clarify customer billing issues
- \* Responsible for connecting, reconnecting and/or disconnecting water service for customers that are moving-in, moving-out, or that are delinquent on accounts
- \* Provides notice / door tags to customers of water shut-off as necessary
- \* Performs customer service functions when dealing with the public concerning reading of meters
- \* Work closely with Customer Service staff to ensure alignment with customer service requests / issues / workorders / door tag information / billing
- \* Ability and willingness to work as part of a team, to demonstrate team skills, and to perform a fair share of team responsibilities
- \* Maintains clean tools and job sites
- \* Be in compliance and familiar with all TCEQ rules and guidelines
- \* Assisting with conducting timely water line locates and marking with 99% accuracy
- \* Assisting with repairing water leaks or coordinating with outside contractor as necessary
- \* Assisting with the Inspection, flushing, clean and perform minor to major repairs of water lines and laterals
- \* Adhere to safety standards; working safely without presenting a direct threat to self or others
- \* Identifying and reporting potential problems to your Supervisor
- \* Tracking supply inventory on a daily basis (log materials out or in)

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- \* Operating and maintaining a MWSC vehicle. Must keep your company vehicle clean and organized. Conduct vehicle preventative maintenance inspections and schedule service as needed with maintenance personnel
- \* Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- \* Report any accident immediately to your Supervisor
- \* Knowledge of methods, materials, tools, equipment and practices used in repairing and installing water mains and related fittings
- \* Be aware of the hazards inherent in water distribution maintenance work and the safety measures required to do the job safely
- \* Use and care for properly, any hand tools or equipment used in the installation, maintenance and repair of the water distribution system
- \* Keep proper and complete written records as directed
- \* Be familiar with various types of cross-connections and have general knowledge of backflow-prevention assemblies

This job description is a general description of this position and does not/will not contain all duties that will be assigned. As an employee of MWSC, employees are expected to perform duties to the best of their ability and to perform duties as assigned.

### **Benefits**

Health, dental & life insurance, 401K plan, paid holiday, vacation & sick leave, longevity (after 5 years) & annual bonus.

**MWSC is an equal opportunity provider & employer**

Interested candidates should submit a one-page cover letter, job application and resume as follows:

By mail to Manville Search Committee, P. O. Box 248, Coupland, Texas 78615

By electronic mail to [hrcoordinator@manvillewsc.org](mailto:hrcoordinator@manvillewsc.org)