



Columbia Power & Water Systems

Job Description

Job Title: Water Metering Technician

Effective Date:

Department: Water Distribution

Reports To: Vice President of Water Operations

Classification: Non-exempt

Job Purpose: To coordinate the test and repair of water meters and manage the cross connection and backflow prevention programs

Duties/Responsibilities:

- Test and repair water meters (disassemble, clean, adjust, and repair)
- Inspect meters and connections for defects, damage, and unauthorized connections
- Ensure accurate readings are obtained during meter changes and processing of service orders
- Maintain meter tests and maintenance records
- Maintain meter inventory and meter repair parts inventory
- Perform field tests on larger water meters
- Perform pressure tests at customer's request
- Maintain and test backflow prevention devices
- Ensure appropriate cross connection surveys are performed
- Monitor large meter consumptions
- Perform general machine work as needed
- Repair miscellaneous distribution equipment
- Change out water meters
- Replace damaged water meter gaskets
- Subject to stand-by, after-hours, and/or emergency call-out
- Other duties as assigned

Required Skills/Abilities:

- Acknowledge and adhere to all CPWS policies
- Regular attendance at work

- Perform duties safely without endangering self, others, and the public
- Ability to skillfully use Microsoft Office, including Word and Excel
- Ability to read and understand instructions and job-related material (blueprints, drawings, orders, safety data sheets, distribution maps, manuals, etc.)
- Ability to read and write
- Ability to follow instructions
- Ability to work with the general public
- Ability to occasionally use hand tools or machines needed on the job: hand tools, lathe, grinders, drill press, soldering iron, meter test bench, gauges, etc.
- Ability to work inside and outside and be exposed to noisy places, fumes, chemicals, toxic substances, and machinery
- Ability to be exposed to weather conditions that are cold, hot, rainy, and windy

Physical Requirements:

- Ability to lift 0 – 100 pounds for 1 hour a day
- Ability to lift and/or carry objects weighing 0 – 10 pounds for 6 hours a day
- Ability to walk
- Ability to stand for 8 hours a day
- Ability to sit at a desk or table for 8 hours a day
- Ability to stoop, kneel, and crouch for long periods of time
- Ability to talk, see, hear, reach, handle, and feel

Education, Experience, and Qualifications:

- High School Diploma or equivalent required
- Valid State of Tennessee Driver’s License required
- Tennessee Department of Environment & Conservation Certificate of Backflow Prevention Assemblies required
- Tennessee Department of Environment & Conservation Grade II Distribution System Operator Certificate required
- Minimum of 10 years experience in water distribution or maintenance

Residency Requirements:

- Must reside within a CPWS service territory or Maury County due to the position being subject to stand-by, after-hours, and/or emergency call-out

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that additional and/or

different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job description does not constitute a written or implied contract of employment.