



## **JOB DESCRIPTION**

**TITLE:** WATER METER REPLACEMENT PROGRAM COORDINATOR  
**STATUS:** Non-union/Non-exempt/Long-term temporary  
**GRADE:** 16

### **JOB SUMMARY:**

Responsible for coordinating activities and functions of the water meter replacement program to ensure that goals and objectives are accomplished with established priorities, time limitations, funding limitations, or other specifications. This is a long term-temporary position that will end after the water meter replacement program is complete.

### **REPORTING RELATIONSHIPS:**

This position reports to the Field Operations Manager and oversees and provides leadership to Water/Sewer Service Workers who are assigned to the meter replacement program.

### **ESSENTIAL DUTIES** include the following:

- Coordinates, monitors, and oversees the activities of Water/Sewer Service Workers charged with replacing meters in the field;
- Makes recommendations to M&O Department management on revisions to meter replacement program goals and objectives, priorities, timelines, schedules, funding, and other specifications;
- Develops and schedules work plan in accordance with requirements and specifications; oversees daily operations and coordinates activities of the meter replacement program; determines priorities;
- Monitors and approves meter replacement program expenditures ensuring that budget allocations are not overspent;
- Confers with and advises staff, management, and other departments to provide technical advice, problem solving assistance, and answers to questions in regards to the progress of the meter replacement program;
- Interacts and maintains liaison with management, other departments, and staff, outside agencies, vendors, and the general public in facilitating meter replacement program objectives, answering questions, and dealing with complaints;
- Coordinates activities of meter replacement program with inter-related activities of Finance and other departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures, and specifications;
- Prepares periodic reports and records on meter replacement program activities, progress, status or other special reports;
- Evaluates meter replacement program effectiveness to develop improved methods; analyzes results and recommends and/or takes appropriate action; and
- Performs all other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Maintenance, operations, repair and replacement of water meters and all related issues;

- Budgeting and procurement principles;
- Safety hazards inherent to outdoor construction work and related regulations and rules;
- Tools and equipment used in the maintenance, operations, repair and replacement of water meters;
- Record drawings, sketches, and maps; and
- Leadership and oversight skills.

**Skill in:**

- Securing equipment, materials, and manpower necessary to perform a given task;
- Instructing, scheduling, assigning, and monitoring work crews;
- Using computer software related to meter replacement program such as Microsoft Office Suite products, CMMS, and Northstar;
- Using office equipment such as phones, copiers, calculators, and fax machines;
- Keeping accurate record and paying attention to detail; and
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of related experience in water meter reader maintenance and/or operations safety or emergency management and one year of schooling or training outside of a high school diploma.

**Licensing Requirements:**

Possess and maintain a Valid Washington State Driver's License and a CPR/First Aid Card.

**WORKING CONDITIONS:**

Work is performed in an office environment with field trips to work sites throughout the District. The employee is exposed to a variety of hazards such as working around heavy equipment and is exposed to dust, fumes, grease, and inclement weather conditions

**PHYSICAL REQUIREMENTS:**

This position occasionally requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: November 7, 2011