



103 ST. PHILIP STREET, CHAS SC 29403  
 JOB ANNOUNCEMENT NO: **18-053**  
 DATE: June 8, 2018

<b>Position Title:</b> <b>Meter Technician</b> <b>(2 Positions)</b>		<b>Location:</b> <b>Hobson</b> <b>(North Charleston)</b>	<b>Status:</b> <b>Established Position,</b> <b>Full-time</b>
<b>Salary Range:</b> <b>\$36,171.20 (\$17.39/hr) – \$54,246.40 (\$26.08/hr)</b>	<b>Grade:</b> <b>106</b>	<b>Department:</b> <b>Customer Service</b>	<b>Hours:</b> <b>7:30 am – 4:00 pm</b>

**APPLICATIONS ACCEPTED THROUGH MONDAY, JUNE 25, 2018.**  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

Responsible for setting, removing, reading, evaluating, turning on, and shutting off water meters. In some cases, minor repairs may be necessary.

**Essential Functions:**

- Setting, removing, turning on and shutting off water meters.
- Performs repairs of water meters and meter boxes. Field test meters 3” to 10” and bench test meters up to 2”.
- Checks meters for leaks and poor pressure.
- Reads water consumption meters and records volume used by residential and commercial customers.
- Reports to the appropriate departments any irregularities with meters, meter boxes, mains, valves, valve boxes, hydrants, or any problem on CWS equipment or apparatus.
- Returns route cards or computer to business office for billing purposes.
- Subject to 24-hour on-call on a rotating basis.
- Performs pressure and flow tests on water lines to establish flow capabilities, and to locate flow deficiencies.
- Ability to complete work tickets, inventory supply requests and accident reports. Assists with the correction of crossed services.
- Operation of corresponding valves to ensure proper position and operation.
- Assists with the correction of crossed-services.
- Route work in the proper sequence in order to complete assigned work.
- Responsible for the safeguarding and maintenance of issued CWS vehicles and equipment.
- May be required to work during emergency conditions.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.

**Additional Duties**

- Assists the supervisor when needed.
- May notify customers of unusual high water usage.
- May be required to complete work tickets, accident reports and other appropriate documents.
- Performs other duties as required.
- During emergency situations, must transport vehicles to Hanahan Plant
- Must be able to work a team.
- Performs other related duties assigned.

### **Physical Requirements, Activities, and Working Conditions**

- Ability to operate and maintain a motor vehicle.
- Considerable movement and traversing in excess of six (6) hours per day occasionally involved at work sites on unpaved streets, uneven ground and cluttered work areas to perform inspections and job duties.
- Routinely and safely operate computers to include desktop and tough notebook laptops in the field.
- Occasionally positions self to maneuver objects weighing up to 50 lbs. Objects greater than 50 lbs. requires a two-person operation.
- Frequently positions self to move, traverse in the field as necessary to perform required work.
- Frequent gripping or grasping of tools or objects.
- Ability to perform routine tasks with tools: shovel, screwdriver, hand pump, probe, box key and water key.
- Routinely and safely operate computers to include desktop and tough notebook laptops in the field.
- Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making adjustments on equipment.
- Must be able to make visual observations in daylight and night.
- Subject to noise to cause the worker to shout in order to be heard above the ambient noise level. Hearing Protection is required.
- Exerting up to 50 lbs. of force occasionally, and/or 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.
- Routinely ascend/descend into and out of excavations sites or confined spaces using a ladder.
- Ability to work independently.
- Ability to maneuver as necessary to read water meters.
- Must not be afraid of dogs, cats, snakes, rodents, spiders, and roaches.
- Ability to receive and give detailed information through oral communication and to express or exchange ideas verbally or in writing.
- Must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform the required essential functions.

### **Education and/or Experience**

- Two (2) years experience in construction, pipefitting, meter reading manufacturing, or utility environment. High school diploma or GED required
- Must have good knowledge of our service area.
- Some knowledge of pipefitting and/or pump skills.
- Working knowledge of pipe-fitting practices, setting and removing meters and retros desirable.
- Prior work record indicating dependability and conscientiousness.

### **Licenses, Certifications, Registrations**

- Must have a valid South Carolina Driver's License.
- Must pass the "D" Water Distribution Operator's License exam within 24 months of hire.

### **Training Needs:**

- OSHA and Departmental safety training as required.
- Skills Based Training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001 standards for department and company.
- See Department Competency and Training Matrix for this position.

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### Potential Career Path:

**ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.**

- Meter Supervisor
- Sr. Meter Supervisor

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#### **Computer Skills: Intermediate**

To perform this job successfully, an individual should have a working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software, *i.e.* Mainframe System Program, CMMS, other specialized software.

#### **Mathematical Skills: Intermediate**

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate figures such as discounts, interest, area, circumference and percentages with or without a calculator.

#### **Supervisory Responsibilities: None**

This job has no supervisory responsibilities.

#### **Safety Sensitive Position: Yes**

This position falls under our Substance Abuse Policy and is subject to: post-accident, reason suspicion, random, periodic, and pre-employment alcohol/controlled substance testing. For additional information about safety sensitive drug testing, see CWS Substance Abuse Policy and Procedures.

#### **Decision-making Authority: Routine (Non-Exempt)**

Follows routine procedures and makes minor decisions within prescribed guidelines. Refers non-routine issues to management.

#### **Reasoning Ability: Intermediate**

Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.

#### **Language Skills: Intermediate**

Ability to comprehend general instructions. Ability to read and understand safety manuals, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to effectively present information in small group situations with coworkers and the general public. Ability to respond to common inquiries or complaints from the general public.

#### **Environmental Sensitive Position: Yes**

Charleston Water System is an ISO 14001 Certified company promotes activities which support environmental protection, prevention of pollution, positive impacts on human health, and continual improvement to work processes and the environment. The carrying out of the job requirements as herein described present the potential to significantly impact the environment. Therefore, specific knowledge and application of CWS Environmental Management System (EMS) policies, procedures and instructions are needed to carry out the job requirements.

**NOTE:** THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.