



**CONSOLIDATED MUNICIPALITY OF
CARSON CITY**

Department of Human Resources
201 North Carson Street, Suite 4,
Carson City, NV 89701-4289
775-887-2103
<http://www.carson.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
Water Meter Technician 1 or 2**

An Equal Opportunity Employer

SALARY

\$18.02 - \$27.03 Hourly \$37,478.90 - \$56,219.49 Annually

OPENING DATE: 04/01/22

CLOSING DATE: Sat. 04/16/22 5:00 PM Pacific Time

THE POSITION

This is a full-time, FLSA non-exempt position with Carson City Public Works, located in Carson City, Nevada. Under general supervision, performs specialized duties in the meter maintenance, customer response, and conservation awareness units relating to water services.

Salary Ranges:

Water Technician 1 salary range:

Employer-Paid PERS Retirement: \$18.0187 - 27.0286 hourly / \$37,479.00 - 56,219.54 annually
Employee/Employer-Paid PERS Retirement: \$20.9834 - 31.4755 hourly / \$43,645.42 - 65,469.04 annually

Water Technician 2 salary range:

Employer-Paid PERS Retirement: \$19.7366 - 29.6052 hourly / \$41,052.18 - 61,578.92 annually
Employee/Employer-Paid PERS Retirement: \$22.9839 - 34.4762 hourly / \$47,806.46 - 71,710.60 annually

To learn more about the Nevada Public Employees' Retirement System (PERS), [click here](#).

This position is covered by the Carson City Employees Association. The current collective bargaining agreement outlines the generous benefits offered to Carson City employees:

<https://www.carson.org/home/showpublisheddocument/15581/637741283392970000>

Please Note: Human Resources determines whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Do not substitute a resume for your application or write "See Attached Resume" on your application. We do not review resumes, unless specifically stated on the job announcement. Qualifying education and experience must be clearly documented in the "Education and Work Experience" section of the application. Applicants not meeting these requirements will not be considered for employment.

EXAMPLES OF DUTIES

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Reads and records consumption of residential and commercial water meters with mobile and hand-held reading devices; verifies that readings are within acceptable parameters.
- Installs new water meters 4" and smaller; records meter and account information and initiates new services; programs water meters when necessary.
- Assists in the repairs of main line leaks when necessary.
- Assists in fire hydrant maintenance.
- Assists in distribution valve maintenance.
- On call duty after Nevada Water Distribution Grade 2 is obtained.
- Locates service addresses and verifies meter numbers.
- Repairs leaks on water meters 4" and smaller by replacing washers, tightening connections, and replacing fittings; removes defective meters, installs new meters when necessary.
- Checks meters of various sizes for stuck dials and inoperable parts.
- Turns off services for delinquent accounts; places lock on services; removes meters; restores services to delinquent accounts after payment is made, by removing locks and turning services back on, or installing meters.
- Rechecks delinquent customers whose services have been terminated by checking for occupancy and verifying that services are still off; examines meter areas to ensure locks are in place and that there are no illegal connections; refers violations to appropriate person for further action.
- Prepares and places warning tags and information hangers on customer doors relating to delinquency, conservation, water waste, broken sprinklers, and temporary loss of service due to repairs in the area.
- Performs facility inspections of new developments and subdivisions for readiness of meter installation and certificate of occupancy; provides information on project progress to appropriate personnel for service connections to the City's water system.
- Loads and unloads data to and from the automated meter reading and work order systems; enters data into the computerized billing system and City computers.
- Installs, programs, and integrates radio-read units.
- Answers customers' questions and provides general information regarding water meters and connections to the distribution system; refers customers to Customer Services for technical questions regarding billing or other City services.
- Digs ground around meters and meter boxes; bails and pumps standing water from meter boxes and vaults; uses weed trimmer to clear grass and weeds from alleys and easements; uses various tools to install and remove water meters.
- Assists with tests and repairs of residential, commercial, and construction meters of various sizes.
- Replaces missing or broken water meter lids and boxes.
- Assists with repairs and maintenance of water meter vaults and lids, ensuring safe access and operation.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses standard office equipment, including a computer, in the course of the work; drives City vehicles to work sites, transports materials and assists other staff as required.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

TYPICAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Water Technician 1 Qualifications:

Education and Experience:

Equivalent to a High School education or GED; AND two (2) years of customer service experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Must possess a valid Class C driver's license; however, a valid Class A driver's license is preferred at time of hire.
- Must obtain OSHA 10 certification within fifteen (15) days of employment.
- Must obtain flagger certification within 8 months of employment.
- Must obtain a Nevada Water Operator Distribution Grade 1 certificate within 12 months of employment and Grade 2 certificate within 24 months of employment.
- Must take pre-employment physical examination and Respiratory Fit test.

Water Technician 2 Qualifications:**Education and Experience:**

Equivalent to a High School education or GED; AND two (2) years of customer service experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Must possess a valid Class C driver's license; however, a valid Class A driver's license is preferred at time of hire.
- Must obtain OSHA 10 certification within fifteen (15) days of employment.
- Must obtain flagger certification within 8 months of employment.
- Nevada Water Operator Distribution Grade 2 certificate at time of employment.
- Must take pre-employment physical examination and Respiratory Fit test.

Required Knowledge and Skills

Knowledge of:

- Water Distribution Systems
- Meter Services rules, regulations, policies, and operating procedures.
- Meter equipment used by the City.
- Basic mathematics.
- Geography of the City.
- Principles and techniques of customer service.
- Tools and equipment used in the trade.

Skill in:

- Identifying and resolving operational, technical, and procedural problems and communicating effectively verbally and in writing.
- Preparing clear and concise written reports.
- Operating an assortment of measurement tools and equipment.
- Using computers and associated software packages.
- Establishing and maintaining effective working relationships with all personnel contacted in the course of duties.
- Performing maintenance work related to water meter operations in a safe and efficient manner.
- Performing safe operation and maintenance of hand and power tools related to the work.
- Safely driving a variety of vehicles and heavy equipment.
- Maintaining accurate records of work performed.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a

superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 80 pounds with proper equipment; work at height of up to seventy-five (75) feet; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone. Work outdoors, sometimes in adverse weather conditions and extreme temperatures. Work involves exposure to potentially hazardous fumes, solvents, and liquids.

Employees must maintain an active telephone. Employees must reside within 30 minutes of Carson City. Employees must be willing to work overtime, shifts, weekends, and holidays. Required to be on-call.

SUPPLEMENTAL INFORMATION

CONDITIONS OF EMPLOYMENT:

- 1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason, or no reason.*
- 2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- 3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency. Employees shall be required to participate in an on-call rotation, and must maintain a home telephone, cellular or landline.*
- 4. Employees shall be required to complete Incident Command System training as a condition of continuing employment.*
- 5. New employees are required to submit to a fingerprint-based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
- 6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov*
- 7. Carson City is an Equal Opportunity Employer.*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.carson.org>

OR

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EXAM #149_03/2022
WATER METER TECHNICIAN 1 OR 2
AM

Water Meter Technician 1 or 2 Supplemental Questionnaire

- * 1. What do the initials "AMR" stand for? And what is it?

- * 2. How many cubic yards of sand would you need to fill a trench that is 5-feet long, 2- feet wide and 3.5-feet deep?

- * 3. List three basic backflow devices approved for use in a water service connection.

- * 4. What is a water hammer, what causes it?

- * 5. Assume a small tank of water weighs 750 pounds, how many gallons of water are in the tank?

- * Required Question