

JOB CLASSIFICATION: Meter Reader/Mechanic

SALARY: \$5,304 - \$6,139 Monthly
\$63,648 - \$73,668 Annually

OPENING DATE: Monday, April 4, 2016

CLOSING DATE: Friday, April 8, 2016 by 4:30 p.m.

OPEN TO: General Public

Only the first 800 qualified applications submitted online beginning at 4:30 p.m. on Wednesday, April 6 and submitted by 4:30 p.m. on Friday, April 8, 2016 will be accepted for further consideration.

THE POSITION

Meter Reader/Mechanics read water meters in an assigned area to record water consumption for a given period, investigate and resolve meter maintenance, make repairs, and complete replacements of 1" and smaller water meters.

Typical duties include:

- Reads several styles of water meters in an assigned area, in varied neighborhoods including residential, commercial, and industrial areas and terrains, and in all weather conditions.
- Records meter readings.
- Compares the current reading with prior readings to determine accuracy and appropriateness of reading.
- Determines if there is readily apparent cause and reports the reason for unusual conditions where consumption seems out of line with seasonal demand and rate of previous consumption.
- Checks for inoperative, defaced, or bypassed meters and for street, house, or meter number changes.
- Completes forms to alert the customer as a courtesy, when consumption is unusually high; initiates field orders to repair damaged meters or to report street leaks or unsafe conditions for which East Bay Municipal Utility District (EBMUD) is responsible.
- Answers questions regarding meter reading, customer billing, or consumption; refers the customer to the proper EBMUD unit if additional information is requested.
- Repairs, replaces, and tests water meters 1" in size and smaller in the field including automatic reading meters and related equipment.
- Performs meter maintenance functions to improve meter readability.
- Cleans, sets, and replaces meter boxes and lids.
- Keeps records of meter repairs and replacements that are completed, in progress, and planned.

Every employee adds value to the EBMUD team as they are committed to responsible stewardship of our resources. The employee standard is to act with integrity, treat others with respect, and value a teamwork culture while fulfilling EBMUD's mission to provide reliable, high quality water and wastewater services at fair rates. Competitive candidates will share these values and also demonstrate:

- The ability to learn methods and procedures used in order to read a variety of water meters, test and check water meters, and repair and replace water meters.

- Knowledge of basic mathematics including fractions and decimal places.

The salary range is \$5,304 per month increasing to \$5,569, \$5,847, \$6,139 after 12, 24, and 36 months, respectively. A 3.7% salary increase is anticipated to take place effective April 18, 2016.

EBMUD is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

REQUIREMENTS

Typical means of acquiring the essential knowledge and abilities is:

1. A high school diploma or its equivalent.
2. A valid California driver's license upon hire.

Must have the following:

1. A satisfactory driving record.
2. Physical characteristics to perform the critical and important duties of the class.
3. Willingness to work overtime as needed.
4. Willingness to work alone, in a variety of weather conditions, and where hostile dogs and people may be encountered.

Equivalent combinations of education and experience may be considered. To be considered under the "equivalent combination of education and experience" provision, it is your responsibility to include in your application materials written evidence of employment performed at the level of the typical duties of this position and/or coursework in subject areas directly related to this position. For more information, see our FAQ page at

<http://www.ebmud.com/jobs/job-resources/job-faqs-frequently-asked-questions/>

THE SELECTION PROCESS

1. Submit a completed EBMUD application and the required supplemental question responses online at www.ebmud.com **beginning at 4:30 p.m. on Wednesday, April 6 and submitted by 4:30 p.m. on Friday, April 8, 2016.** Only the first 800 qualified application materials submitted online during the filing period will be accepted.
2. All qualified applications and supplemental responses will be competitively evaluated, with those candidates demonstrating the strongest qualifications for the position to be invited to a written test scheduled for May 7, 2016. The written test may cover subject areas related to reading comprehension, reading meters, mechanical/spatial ability and applied math.
3. Those who pass the written test will be invited to a physical abilities test and panel interview concurrently scheduled for May 24 or 25, 2016. The physical abilities test may include assessing the ability to lift and carry loads weighing up to 70 lbs.
4. Successful candidates will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancies, as well as others occurring over the next 12 to 24 months.

SUPPLEMENTAL QUESTIONS

As the first step in the selection process, responses to the supplemental questions must be submitted online with the regular EBMUD application. Please provide thorough, accurate descriptions of assignments you have personally performed.

1. Did you have a high school diploma or its equivalent? YES/NO
2. Do you have a valid California driver's license? (If you have a valid out-of-state license you may still apply, however, a valid California driver's license will be required prior to appointment.) YES/NO
3. Do you have a satisfactory driving record? Note: EBMUD will obtain and review driving records at a later time during the selection process. YES/NO
4. Do you have stamina to walk 5 to 7 miles per day? YES/NO
5. Are you willing to work outdoors in all kinds of weather including cold/rain and temperatures over 100 degrees? YES/NO
6. Do you have the agility to climb embankments, stairs, and fences to 4 feet high and to crawl through narrow spaces? YES/NO
7. Do you have eyesight (corrected or otherwise) which is sufficient to accurately read and correctly interpret meter dials from a distance of approximately 5 feet? YES/NO
8. Are you willing to work alone in various East Bay neighborhoods where hostile dogs and irate people may be encountered? YES/NO
9. Do you have the physical capacity to lift and carry materials or equipment weighing up to 70 lbs? YES/NO
10. Are you willing to work paid overtime as needed? YES/NO
11. Are you willing to wear a uniform? YES/NO
12. Are you willing to work on a temporary assignment as a Meter Reader/Mechanic? (The majority of appointments made as a result of this examination will be temporary hires; however, unavailability for temporary appointments will not affect your placement on the hiring list.) YES/NO
13. How did you hear about this job opportunity?
 - a. Job flyer at a career center or equivalent
 - b. Job information presentation
 - c. EBMUD website
 - d. Other website
 - e. Other