TOWN OF CLAREMONT

METER READER/WATER MAINTENANCE POSITION

KNOWLEDGE SKILLS AND ABILITIES

The Maintenance Position Employee must possess mechanical aptitude and the ability to solve problems intuitively. He/she should also be competent in basic mathematics.

The Maintenance Employee must be trained to make an emergency management response and use special safety equipment and in the procedures to protect public health and the facility. During these periods, the Employee may work under extreme pressure to correct problems as quickly as possible. Because working conditions may be dangerous, the Employee must be extremely cautious.

Interpersonal contacts are within and outside the department. The problems encountered are routine in nature. Work is performed outdoors where uncomfortable conditions may exist. The work involves moderate physical strain requiring strength and endurance. The Maintenance Employee is expected to perform other job-related tasks as assigned or required.

This position requires the following skills: general knowledge of the math and science applicable to water plant operation; the ability to accurately read meters and gauges; the ability to keep accurate records; a general knowledge of occupational hazards and necessary safety precautions associated with the work; the ability to read and interpret technical bulletins and schematics on equipment in the utility system; the ability to follow complex oral and written instructions; the ability to plan and execute one’s own work referring new and/or unusual problems to the Water/Sewer Committee Chairman or Mayor.

The position requires the ability to work cooperatively with others using tact and courtesy. The Employee is required to possess a valid driver’s permit issued by the Commonwealth of Virginia and have personal transportation.

The work involves frequent walking, standing, sitting, stooping, climbing stairs, climbing ladders and frequently lifting objects weighing 10-15 pounds, with occasional objects weighing in excess of 70 pounds. The Employee is exposed to potential minor injuries, and frequently to adverse weather conditions, including extremes in temperature, pollutants, and caustic chemicals.

DUTIES

* Read meters every other month. The person in this position must possess a valid Virginia Driver’s license and have personal transportation to perform these duties.
* Trouble shoot and make repairs to water system up to one hour per incident.
* Check well house and generator for proper operation every other week.
* Mark Miss Utility tickets in the required time.
* Treat all customers, staff, and Council in a courteous and professional manner.
* Perform the occasional water shut offs and reconnects as directed by the Chairperson of Water/Sewer Committee or the Mayor.
* Additional maintenance approved by the Water/Sewer Department Chair or Mayor at the agreed rate.

SALARY

Salary will be $400.00 per month.

Additional work to be approved at the rate of $25.00 per hour in 30-minute increments.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to an open-ended Contract for the Meter Reader/Water Maintenance position under the terms and salary listed in this document. I will abide by all Town employee policies and rules.

Signature

Date

Water/Sewer Department Chair Signature

Date