



## Position Announcement

The City of Hermiston is seeking a

### Meter Technician

Deadline: July 8, 2022

The City of Hermiston is currently accepting applications for the position of Meter Technician. Starting hourly rate is \$20.53 - \$24.97/hr., depending on qualifications/certifications. The City of Hermiston offers a robust benefit package, including medical, dental and life Insurance, paid vacation, sick leave and holidays and Oregon PERS Retirement.

This position interacts with water meters and records volume used by residential and commercial customers, handles customer service calls, assists in maintaining compliance with Federal, State and Local regulations relating to water operations. Performs a variety of semi-skilled labor and skilled technical duties in the operation and maintenance of the water treatment and distribution systems; performs a variety of related duties as assigned. Thorough knowledge of modern principles and practices of repair, maintenance, construction and installation work normally performed in water distribution and treatment systems, including appropriate materials, tools, and equipment used in the performance of duties; technical knowledge in SCADA, electrical, and pump stations. Knowledge of state, federal, and local laws, codes, regulations, and ordinances regarding water operations; compliance reporting; the occupational hazards and safety precautions required related to water treatment and collection systems; office procedures; and equipment including computers and applicable software applications

This position requires a high school diploma or equivalency OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position; valid Oregon driver's license and proof of an acceptable driving record are required. Current Oregon Water Distribution Level I and Water Treatment Level I certifications, is preferred, but not required, applicants with higher qualifications are encouraged to apply.

The full description of duties and application packet can be obtained online at <https://hermiston.or.us/job-openings>.

Interested candidates must submit a City of Hermiston Employment Application, include verifiable work experience and proof of certifications, to the City of Hermiston, 235 E Gladys Avenue, Hermiston, OR 97838 or via email to: [cinnners@hermiston.or.us](mailto:cinnners@hermiston.or.us)



Contact: Crystal Inners  
Human Resource Specialist  
Phone: 541-667-5008  
Fax: 541-567-5530  
[cinnners@hermiston.or.us](mailto:cinnners@hermiston.or.us)



Where Life is Sweet

## City of Hermiston, Oregon Position Description

---

**Job Title:** Water Meter Technician

**Department:** Water

---

### **General Statement of Responsibilities**

Interacts with water meters and records volume used by residential and commercial customers, handles minor customer service calls. Assists in maintaining compliance with state, federal, and local regulations relating to water operations.

### **Supervision Received**

Works under the direction of the Water Chief Operator who reviews the work primarily on the basis of the results attained.

### **Supervision Exercised**

Supervision of others is not a typical function assigned to this position.

### **Examples of Duties - Essential Functions**

1. Receives written and verbal work orders and plans job tasks, obtains necessary supplies, tools and equipment.
2. Operates computers including spreadsheets and word processing; records and interprets data.
3. Interacts with water meters & appurtenances to collect monthly usage records for billing purposes including monitoring cellular water meters.
4. Performs turn-ons, turn-offs & assists in collection on delinquent accounts as required.
5. Installs and maintains existing meters; performs leak or pressure tests.
6. Assists in general water operations.
7. Organizes and maintains filing and report systems for department or work unit.
8. Obtains and compiles information needed for administrative use or report preparation where only general directions are received.
9. Operates in a competent, safe manner a vehicle and office equipment required to perform duties.
10. Responds to public questions and concerns; answers customer service questions, concerns, complaints and requests concerning utility service, on the telephone and in person; refers complex or sensitive issues to supervisor.

### **Screening Criteria**

**Education and Experience:**

- A High School Diploma or equivalency required;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record are required.

**Knowledge of:** Thorough knowledge of modern principles and practices of water metering systems, including appropriate materials, tools, and equipment used in the performance of duties. Knowledge of state, federal, and local laws, codes, regulations, and ordinances regarding water distribution; compliance reporting; the occupational hazards and safety precautions required in position; office procedures including bookkeeping and accounting; and equipment including computers and applicable software applications.

**Skills:** Safe operation of facilities, equipment, machines, and tools, and execution of processes; decision-making; problem-solving; customer service; communications.

**Ability to:** Understand and perform mechanical functions; follow complex oral and written instructions and orders; work independently; drive or operate vehicles, equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; detect needed repairs and make minor adjustments to equipment, machines, or tools needed to perform duties; communicate effectively verbally and in writing; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; enforce work and safety rules; work in adverse weather conditions; physically perform the duties of the position.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent while operating office equipment such as computers, keyboards, calculators, telephones; driving; scaling ladders; crawling in restricted spaces; operating mechanical and electrical equipment; and using and moving equipment and tools. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials 5-25 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working in outdoor conditions, subject to slippery or uneven surfaces, and may be exposed to loud noise levels, cold and hot

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

temperatures, inclement weather conditions, heights, restricted spaces, road hazards, vibration, mechanical and/or electrical hazards, dust, chemicals, and hazardous physical substances and fumes.

---

---

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*