



Code: 6672
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Industrial Trades
Series: Metal Working Trades

CLASS TITLE: WATER METER MACHINIST

CHARACTERISTICS OF THE CLASS

Under supervision, repairs and maintains residential and commercial cold water meters in the field and in a shop work environment, and performs related duties as required

ESSENTIAL DUTIES

- Drives to field sites and removes and replaces cold water meters identified as being defective or damaged
- Uses hand tools to remove and install smaller size meters and replace measuring elements and related parts from larger size meters
- Connects wiring from radio transmitters to meters to allow for automated meter reading
- Checks meter connections to ensure proper working condition of gauges measuring usage
- Tests radio signals for proper transmission of data from meters
- Works in the shop, using machine equipment and hand tools to dismantle, repair, and re-assemble water meters
- Inspects meter parts for wear, cracks, and other defects and assesses general working condition
- Replaces meter parts including worn or broken gears and gaskets
- Uses testing devices to test parts and gears on re-assembled meters to ensure proper operation and accuracy in accordance with American Water Works Association standards
- Loads and unloads equipment and supplies on field service vehicle
- Cleans work sites after repairs
- Prepares work activity reports
- Performs routine repairs and maintenance of cold water meters in the field, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience as a maintenance mechanic performing repair and maintenance work on machinery or mechanical equipment involving small parts and the use of hand and power tools

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise
- Work performed in cramped or confined locations

EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Hand and power tools (e.g., hammer, screwdriver, wrench, power drills)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Testing and monitoring equipment

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., basements, cramped quarters)
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *equipment, materials, and hand and power tools specific to the repair and maintenance of water meters
- repair and maintenance procedures applicable to water meters
- use of safety equipment and protective gear

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- INSTALLATION - Install equipment, machines, wiring, or programs to meet specifications
- REPAIRING - Repair machines or systems using the needed tools

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
September, 2011