

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT** **(HAMILTON WATER DIVISION – LOCATION – 330 WENTWORTH ST. N**

#### **WATER METER TECHNICIAN/INVESTIGATOR**

#### **SUMMARY OF DUTIES**

Reporting to the Supervisor, Meter Operations and Cross Connection Control. Install, remove, investigate, and maintain water meters of all sizes ranging from 15mm to 250mm at various properties (residential, commercial, industrial, institutional) and locations (chamber, non-chamber)

#### **GENERAL DUTIES**

Install, remove, replace and maintain water meters of all sizes above ground and in chambers.

Investigations include but are not limited to master and satellite meter setups, stopped meters, broken/damaged meters, meters that cannot be read and unmetered properties

Where required, install, remove, repair, replace meters or take any other corrective actions necessary to ensure the accurate and reliable reading and metering of water services.

Test, repair, and maintain all plumbing related equipment for the City's public water filling stations (PRV's, Control Valves, Back flow Prevention Devices, Etc.)

Safely performs confined space entry where required ensuring that all policies, procedures and regulations are followed including the preparation of confined space entry plans.

Investigate, report findings, and provide recommendations concerning improper meter installations, frozen meters, meter tampering, and cross connection/backflow.

Safely performs general plumbing duties and modifications including but not limited to soldering and installation of valves, elbows, flanges, as well as pipe cutting and threading for meter changes.

Will be required to respond to emergencies after normal business hours.

Required to use various programs such as Hansen, GIMS, Microsoft Office etc. to perform work.

Drive and maintains City vehicle; operates various hand and power tools related to meter installation.

Review large consumer water data and make recommendations for meter investigation when required.

When required, will create water meter related work orders.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

#### **QUALIFICATIONS**

1. Demonstrated extensive knowledge of the duties listed above; must have a Trade License as a Journeyman Plumber.
2. Must have considerable experience of installing water meters of all sizes
3. Must have experience in Confined Space work.
4. Must demonstrate the ability to read and interpret mechanical blueprints/drawings and have thorough knowledge of the Plumbing Code.

5. Must have a Certified Cross Connection/Back flow Tester's Certificate.
6. Experience using database software or electronic work order management systems required.
7. Knowledge of Municipal Water Distribution systems preferred
8. Knowledge of Fire System Setups preferred
9. Experience working with Traffic Control plans preferred.
10. Strong interpersonal skills and a demonstrated ability to resolve issues/conflict with Officials, Property Managers, and general public.
11. Must have strong organizational and time management skills, with the ability to work in a fast pace environment.
12. Must have a valid Class "G" Driver's License

**NOTE:** Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point-free driving record and or record found to be satisfactory to the City of Hamilton.

**NOTE:** As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record and Judicial Matters Check (CRJMC), at their own expense, prior to beginning work in this position.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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