



**City of Phoenix**  
**WATER SERVICES TECHNICIAN TRAINEE**  
**(Non-classified)**

**JOB CODE 50020**

Effective Date: Rev. 07/05

**DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to learn to read and record water meter readings along an assigned route and to perform basic water meter maintenance. Incumbents receive specific work instructions from a Water Customer Services Supervisor I or II, but work independently when out on the assigned route.

**ESSENTIAL FUNCTIONS:**

- Locates and reads water meters on an assigned route and records readings on a hand held microcomputer;
- Checks to see that meters are functioning properly and reports broken glass, lids and other meter defects;
- Cleans out flooded and buried meters;
- Operates and maintains a water service truck or right-hand drive Jeep;
- Cleans and performs minor maintenance to assigned vehicle;
- Checks consistency of meter readings and reports unusual cases;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

**Required Knowledge, Skills and Abilities:**

Ability To:

- Bend or stoop repeatedly or continually over time to read water meters.
- Learn the geography and street locations of the City.
- Perform meter reading duties under adverse traffic conditions and in a variety of weather conditions with exposure to the elements.
- Move water meter lids when they become stuck and overcome normal physical obstacles when they prevent access to the meters. This involves moving heavy objects (50 pounds or more) short distances (20 feet or less).
- Work around insects, reptiles and animals that are confronted at jobsite locations.
- Refer citizens to appropriate customer service personnel for problem/complaint resolution.



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- Observe or monitor objects (such as water meters) to determine compliance with prescribed operating standards.
- Travel across rough, uneven or rocky surfaces to read meters located in alleys or other unpaved easements.
- Learn job-related material primarily through oral instruction and observation in an on-the-job training setting.
- Understand and follow oral instructions in English.
- Move debris, dirt or other materials from around the meter boxes.
- Climb a ladder to get into and out of a vault containing a water meter.
- Work safely without presenting a direct threat to the incumbent or others.
- Coordinate the movement of more than one limb simultaneously to climb a ladder, operate a jeep, or overcome obstacles around a water meter.

### **Additional Requirements:**

- All positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

High school diploma or general educational development diploma (GED). Other combinations of experience and education that meet the minimum requirements may be substituted.