

Pine Strawberry Water Improvement District  
PO Box 134, Pine AZ 85544 (Mailing address)  
6306 W Hardscrabble Mesa Rd, Pine AZ 85544 (Office location)  
(928) 476-4222

**METER READER/WATER SYSTEM OPERATOR-IN-TRAINING**

**Position:** Meter Reader/ Water System Operator-in-Training  
**Category:** Full Time - Nonexempt  
**Division:** Field Operations  
**Reports To:** Crew Lead  
**Schedule:** Monday-Friday, 7:30AM-3:30PM

**Pay Range:** \$28,080 to \$37,440 per year  
Dependent on Experience & Qualifications

**JOB SUMMARY:**

Performs meter reading and servicing as well as basic water system utility work related to repairs of the water systems. Performs technical work locating and marking underground utilities using maps, blueprints, and electronic equipment.

**SUPERVISION:**

This position has no supervisory responsibility.

**DUTIES AND RESPONSIBILITIES:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. This is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Employees will support the District's policies and role model these behaviors by:
  - a. Cultivating a positive work environment.
  - b. Providing quality customer service and maintaining productive working relationships.
  - c. Prioritizing and setting manageable goals.
  - d. Being efficient with time at work.
  - e. Communicating effectively with management, staff, customers, and visitors.
  - f. Being flexible and taking criticism constructively.
  
- Employees will support compliance-related items by:
  - a. Following internal procedures and external regulations.
  - b. Bringing compliance issues to the attention of management.

Initial: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Employee: \_\_\_\_\_

- c. Working collaboratively in all facets of position to meet position requirements and support District goals.
- d. Conforming with all safety rules and use all appropriate safety equipment.

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Performs meter reading and servicing as well as basic water system utility work related to repairs of the water systems.
- Performs technical work locating and marking underground utilities using maps, blueprints, and electronic equipment.
- Maintains written maintenance and repair work records, daily work logs, site sketches
- Documents and photographs utility markings/stakes and related damage to utilities.
- Performs routine maintenance and servicing of tools/equipment to ensure good working condition.
- Reports all equipment issues to direct supervisor in a timely manner.
- Participates in safety and training programs. Instructs and guides assigned workers in material handling, equipment operation, policies/procedures, and related work operations and techniques.
- Performs all other related duties, as assigned.

**Education and Experience Required:**

High school diploma or GED

**Certificates, Licenses, Registrations:**

Required:

- Must possess a valid State of Arizona Driver's License
- Must obtain an ADEQ Grade 1 water distribution or water treatment certification within one year of hire.

**Other**

- Ability to work schedule required to fulfill duties of position. At times, individual must be able to work in a fast-paced environment with ability to handle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
- Individual must be flexible on-call 24 hours per day to meet emergency needs.
- Position is subject to overtime, holiday, and weekend work.

Initial:  
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Employee: \_\_\_\_\_

**Skills and Abilities**

- Skill in the methods and tools of the plumbing, and building trades
- Strong ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to represent the District effectively in a variety of settings with diverse community members.
- Strong communication and interpersonal skills (both oral and in writing).
- Comfortable working under pressure with strict deadlines.
- Strong attention to detail and well organized.
- Must be a self-starter, able to work independently as well as work effectively with teams of co-workers.
- Ability to perform simple math calculations including decimals, percentages, principles of fractions and interpret graphs.
- Must be able to maintain a calm, non-defensive attitude during crisis or potential crisis situations.
- Ability to read and comprehend basic instructions, correspondence, and memos.
- Ability to write reports and correspondence
- Handle multiple projects simultaneously.

**Computer Skills:**

Required:

- Word Processing (MS Word)
- Spreadsheets (Excel)
- Electronic Meter Reader and PC

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to carry, push/pull objects and materials up to 80 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination.

Employee is exposed to climatic outdoor weather conditions

- work near moving mechanical equipment and parts;
- work in precarious places;
- exposed to fumes and/or chemicals, and airborne particles

Noise level is usually moderate.

District has multiple work sites and individual will be required to drive between these work sites.

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The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

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