



GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."

Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

9.742

WATER METER MAINTENANCE AND REPAIR SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises, operates and maintains meter test bench facility to ensure water meters are operating efficiently. Supervises the testing of meters; installs and replaces water meters and supervises a variety of on-site adjustments to ensure appropriate recording of water consumptions.

The work performed is under the guidance of Utility Services Administrator –Operations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed)

Plans, schedules, assigns, directs and reviews the work of employees engaged in maintaining, repairing, testing, calibrating and installing flow meters.

Supervises testing of all water meters for accuracy of registration at flow rates and test-flow quantities complying with AWWA meter testing regulations.

Supervises the preparation of work orders as necessary to address operating and maintenance issues.

Supervises the maintenance of meter testing records in Customer Care and Billing System

Prepares weekly and monthly reports of productivity and progress of meter maintenance programs and compiles annual reports.

Trains subordinates on use of meter test facility; prepares daily preschedule for the next scheduled day, or days in case of weekends and holidays.

Supervises the repair and diagnoses of meters in accordance with manufacturers standards.

Responds to customer concerns and inquiries.

Prepares and oversees associated program budget.

Maintains employee time sheets and payroll records, manages the purchasing and inventory control of parts, equipment and supplies for the meter maintenance section.

Supervises the maintenance of meter testing facility's annual calibration requirements.

Maintains a report of warranty meters and communicate with vendors for the returned and replacement of these meters.

Analyzes water meter test data and report with recommendations.

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Manages the preventive maintenance of meter test facility equipments.

Repairs meters in accordance with manufacturers standards.

Checks and reports malfunctioning meters, meter tampering and the general condition of meters; checks for unusually high or low water consumption by a customer.

Directs and storages of supplies, tools and equipment and ensures they are maintained and available for work; orders supplies, tools and equipment as needed.

Estimates the time, supplies and equipment costs of work tasks.

Tests various meter reading units and repair as necessary.

Assists Utility Worker in operations and maintenance of water systems on an as needed or emergency basis.

Performs other related skilled duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, practices and techniques in water testing, selection, installation and maintenance.

Knowledge of various meter types for water measurement and their components.

Knowledge in testing meters for accuracy of registration at flow rates and test flow quantities, both for large and small meters.

Knowledge in program coordination for meter maintenance periodic testing.

Knowledge of occupational hazards with utmost safety practices and procedures.

Knowledge of meter reading and customer billing.

Knowledge of repairs and diagnoses of meters in accordance with manufacturers standards.

Ability to read meters, gauges and diagrams and record reading and maintains operating records.

Ability to compile and log data, prepare reports and maintain records.

Ability to work under pressure and make appropriate decisions.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Knowledge of techniques, materials, tools, and equipment used in testing, installing/removing and repair of meters.

Ability to quickly and accurately read meters and record data.

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Ability to work independently.

Ability to read and interpret installation and repair manuals.

Ability to compile and log data, prepare reports and maintain records.

Ability to learn the types and operation of electric metering devices.

Ability to detect abnormal consumption, irregularities, defects, damages of utility meters.

Knowledge of electronic skills and basic electrical diagnostic equipment.

Ability to follow written and oral instructions.

Ability to maintain records and prepare reports.

Ability to make work decisions in accordance with appropriate program guidelines.

MINIMUM EXPERIENCE AND TRAINING:

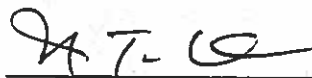
- A) Three (3) years of supervisory experience in water meter testing, installation and repair; or
- B) Four (4) years of skilled work experience in meter testing, installation and repair; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

Note: Pursuant to PL 29-113, Section 3(c); 4GCA, Chapter 4 §4101(c) "all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

Established: June 2016

JOB EVALUATION POINTS (JE Points): 734

PayGrade/Step:	Minimum:	J4-D	\$41,530.00 Per Annum
	Maximum:	J7-D	\$46,797.00 Per Annum



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities