



Code: 6671
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Industrial Trades
Series: Metal Working Trades

CLASS TITLE: WATER METER MACHINIST TRAINEE

CHARACTERISTICS OF THE CLASS

Under supervision, receives formal class room training in the repair and maintenance of residential and commercial cold water meters and assists and observes Water Meter Machinists in a shop and the field work environment, and performs related duties as required

ESSENTIAL DUTIES

- Participates in a six (6) month in-house training program designed to instruct on the repair and maintenance procedures applicable to water meters
- Assists and observes Water Meter Machinists working in the shop, using machine equipment and hand tools to dismantle, repair, and re-assemble water meters
- Accompanies Water Meter Machinists to field sites to observe and assist in the removal and replacement of cold water meters identified as being defective or damaged
- Uses hand tools to remove and install smaller size meters and replaces measuring elements and related parts on larger size meters
- Assists in connecting wires from radio transmitters to meters to allow for automated meter reading
- Checks meter connections to ensure proper working condition of gauges measuring water usage
- Tests radio signals for proper transmission of data from 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

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

- One year 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
- Must successfully complete an approved six (6) month in-house training program and pass a final examination to demonstrate proficiency and to qualify as a Water Meter Machinist.

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)
- 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

- Some 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 machinery or mechanical equipment involving small parts
- use of safety equipment and protective gear

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
May, 2017