



Joseph C. Sullivan, Mayor

**Human Resources Department**

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**JOB POSTING**

**JOB TITLE:** Meter Technician  
**UNION:** U.W.U.A. Local 466  
**LOCATION:** DPW/ Water & Sewer Division  
**DATE AVAILABLE:** ASAP  
**SALARY:** \$806.00 - \$901.60/week

**QUALIFICATIONS:**

High School Graduate, supplemented by qualifying experience in meter maintenance and at least two years of general semi-skilled water service experience or any combination of education and experience. Working knowledge of the methods, materials and techniques required in repairing small mechanical devices. Ability to disassemble and reassemble water meters accurately and according to predetermined standards. Ability to understand and execute oral instructions. Skill in the use and care of tools and equipment used in water distribution, installation and maintenance. Distribution 2 (D-2) License required.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** May 10, 2013 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or e-mail to [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

Date Approved: 6/30/10  
Grade: W-3  
Union: Local 466  
Appointing. Auth.: DPW Director

### **Meter Technician**

#### **Nature of Work:**

Semi-skilled to skilled mechanical work is repairing, rebuilding and installing water meters: related work as required.

#### **Supervision:**

Works under general supervision.

#### **Job Environment:**

Performs repair and maintenance duties usually of a relatively routine character with respect to work methods. Makes intermittent contacts with the general public. Errors could result in damage to equipment and loss of water revenues. Moderate physical effort demanded in performing duties under general shop conditions

#### **Essential Duties and Responsibilities:**

Observes and records meter readings for billing purposes; investigates abnormal consumption recordings; returns route books to the business office; notifies superior of any situation seeming to need special attention or investigation.

May perform clerical tasks incidental to principal duties, involving simple arithmetic computations.

Inspects water services for violations of the law and regulations. Conducts special readings upon request of property owner at times of title transfer, etc.

Disassembles water meters, replaces or machines worn parts of components; reassembles, tests and adjusts meters for conformance with predetermined standards.

Reads and maintains large meters.

Installs meters and remote reading devices.

Locates, identifies and marks location of water mains, water services and waste water collection systems.

Responsible for the Cross-Connection Control Program and Back Flow Prevent Device Program, including all reporting required by the State.

Orders and inventories all meter and meter parts.

Investigates customer complaints concerning noisy meters, high readings and low water pressure.

Performs inspection of sump pumps and maintains records for reporting of violations.

Under the direction of the Department of Public Works Director or his designee, turns water on and off upon request of contractors and plumbers; shuts water off for non-payment of water bills.

Maintains records of meter installations, performances, removal and repairs; assign all service and customer account numbers; maintains records of material prices; computes construction and repair bills.

As requested by DPW Director or his designee, may operate water and sewer pumping stations.

Performs any other related duties as assigned by the Department Head.

May be reassigned to a night shift to accommodate the public, provided sufficient notice is given.

Regular and predictable attendance.

**Desired Minimum Qualifications:**

High School Graduate, supplemented by qualifying experience in meter maintenance and at least two years of general semi-skilled water service experience or any combination of education and experience.

Working knowledge of the methods, materials and techniques required in repairing small mechanical devices. Ability to disassemble and reassemble water meters accurately and according to predetermined standards. Ability to understand and execute oral instructions. Skill in the use

and care of tools and equipment used in water distribution, installation and maintenance.

All Meter Technician shall obtain their Distribution 2 (D-2) License. Water Distribution Operators Grade II.

\*Employees must hold the required license(s) for the position at the time of hire or promotion. The provision shall not impact anyone hired or promoted to a position prior to June 30, 2006.

**Physical Requirements:**

Must walk for long periods of time under varying weather conditions.

\* Changed per MOA July 1, 2005 - June 30, 2008.