

CITY OF LOMPOC

**BUYER
Series Specification**

DEFINITION:

Under general supervision, receives and processes a variety of departmental requisitions for supplies and equipment, checks availability and costs; drafts specifications; places purchase orders; and does other work as required.

CLASS TITLES:

Buyer
Senior Buyer

Senior Buyer:

Under general supervision, performs a wide range of duties involved in the purchasing of materials, supplies, services, and equipment for City Departments, special districts, and other public agencies.

CLASS CHARACTERISTICS:

Buyer – This is the entry-level class in the Buyer series. The Buyer I is responsible for processing orders, preparing bid specifications and assisting Purchasing Agent on formal bids as required.

Senior Buyer – This is the journey level class in the Buyer series and has full and continuing responsibility for buying functions within the assigned product categories. Senior Buyer performs more advanced qualitative and quantitative evaluation of pricing and purchasing duties, requiring minimal supervision.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

All Levels:

Provides guidance, advice, and assistance to departmental staff regarding purchasing policies, procedures, and legal requirements; reviews and examines purchase

**CITY OF LOMPOC
(Buyer Series)**

requisitions for supplies and equipment from City departments to determine specifications and quantities of requested merchandise; researches standard supply catalogs and related materials for requisitioned merchandise and appropriate sources of supply; contacts vendors and sales representatives to obtain information about product availability, cost, specifications, sales and delivery terms; prepares bid lists of suppliers; consults with departmental representatives to clarify product needs and explains product availability and terms; selects and orders merchandise by telephone, written quotes or personal contact, arranges delivery, and expedites payment according to established procedures; resolves routine complaints and problems with purchase orders and product delivery through discussions with vendors and departmental representatives; works independently and assists Purchasing Agent with purchases involving formal bid procedures by issuing, drafting, and processing bid requests, publishing public notices, and evaluating bids; maintains records of prior and in-process purchases, regular sources of supply, and current vendor supply catalogs; maintain all Central Stores annual physical inventory records; transfers and prepares bids for the disposal of surplus property and proper payment recording of the same; monitor the renewal and maintains the records of all maintenance service contracts and annual blanket purchase orders.

In addition to above, Senior Buyer:

Coordinate the purchasing aspect of moderately complex projects such as a building section remodeling project; edits product specifications submitted and writes new product specifications when required; writes ITB's, RFP's, RFQ's, contracts, reports, and correspondence; establishes City/supplier contractual conditions, revises and develops contracts, and performs contract administration duties; analyzes bid proposals received from suppliers, including evaluating prices, discounts, delivery conditions, and products offered (with respect to specifications) in order to ensure quality and base value; determines successful bidders (from whom purchases will be made) and issues purchase orders, makes recommendations relative to the awarding of contracts, and acts as liaison between City and suppliers; confers with departmental representatives in the development of product specifications, for standardizing contract items, and in attempting to combine purchases to secure quantity discounts; Confers with suppliers or manufacturers in order to acquaint them with Purchasing policies and procedures and to obtain information on required products and services; Maintains current and complete lists of suppliers and information on their products based on previous purchases and market research, and maintains information on a wide variety of other sources; Investigates complaints, secures adjustments, and resolves other moderately complex purchasing related problems; May be assigned as a Disaster Service Worker, as required; Performs other related work as required.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein 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.

**CITY OF LOMPOC
(Buyer Series)**

Physical:

Strength category: Light-exert force to 20 lbs. occasionally, or 10 lbs. frequently, or negligible force constantly to lift, carry, push, pull or move objects. May involve significant standing, walking, pushing and/or pulling. Frequent sitting, fingering, typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck side to side. On rare occasion stoops, crouches, kneels, climbs stairs, ladders, scaffolding, extends neck upward and downward. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Work cooperatively and interact appropriately with those contacted in the course of work, including vendors, co-workers, and the general public; utilize complex reading, writing and math skills; exercise good judgment in following procedures and directions; respond quickly and calmly to changing priorities; communicate effectively orally; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier and telex fax machines, and other standard office equipment. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Purchasing principles, practices, terminology, and ethics
- Current legal aspects of purchasing for a public agency, including Federal, State, County, and City laws, regulations, and ordinances
- Available source materials and techniques for locating suitable supplies and equipment
- Standard record keeping practices

In addition to above, Senior Buyer:

- Principles and practices of large scale purchasing
- Methods and procedures used in competitive bidding
- The laws, regulations, policies, and procedures related to City government

**CITY OF LOMPOC
(Buyer Series)**

- purchasing transactions
- Current market conditions, prices of various types of supplies and services
- Mathematics to perform computations and collect statistics for basic cost and price analysis
- Various computer programs, such as word processing, spreadsheets, databases, and procurement software

Ability to:

- Process a variety of purchase requisitions following standard procedure without instructions
- Evaluate bid responses for cost, suitability, and specification compliance
- Recognize and correct problems with purchases and negotiate solutions with vendor and affected departments
- Maintain accurate files and records on purchases and review orders for periodic renewal
- Establish and maintain cooperative relationships with vendors, sales representatives, and departmental representatives
- Compose correspondence reports
- Perform basic purchasing related research
- Make arithmetical calculations with speed and accuracy
- Read and interpret laws affecting purchasing
- Learn municipal purchasing practices
- Give and follow written and oral instructions

Senior Buyer:

- Write moderately complex product specifications and contracts
- Evaluate bid proposals, analyze requisitions and specifications, and determine appropriate courses of action
- Analyze and solve moderately complex buying problems, investigate Complaints, write moderately complex product specifications and Contracts, and provide guidance and assistance
- Read, interpret, and properly apply rules, regulations, laws, policies, and Procedures
- Communicate effectively, both orally and in writing
- Establish cooperative relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Buyer: Two (2) years of responsible purchasing duties, including at least one year of public agency buying and one to two years college coursework in Business and Purchasing. Professional purchasing experience may be substituted for college coursework on a two year for one year basis.

**CITY OF LOMPOC
(Buyer Series)**

Senior Buyer: Five years of professional purchasing experience in purchasing a variety of commodities and services, including market research and negotiations, in a highly regulated industry or public organization of substantial size; AND Bachelor's Degree with a major in ~~Finance or Business-Related field OR at least 24 semester hours in any combination of the following fields: Administration, Public Administration, Accounting, business, Finance, law, contracts, purchasing, Marketing, Economics, industrial management, marketing, quantitative methods, or organization and management~~ AND an additional 2 years of ~~Material or Supply Chain Management, or closely related field.~~ ~~Professional purchasing experience in purchasing a variety of commodities and services, including market research and negotiations, in a highly regulated industry or public organization of substantial size may be substituted for college coursework.~~

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SPECIAL REQUIREMENTS:

Possession of a certification in any of the following areas is desirable:

- Certified Professional Public Buyer (CPPB)
- Certified Professional in Supply Chain Management (CPSM)
- Certified Purchasing Manager (CPM)

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CITY OF LOMPOC

LEAD WATER DISTRIBUTION OPERATOR

DEFINITION:

Under general supervision, to lead and to participate in the work of a crew engaged in the construction, maintenance and repair of water mains, services and equipment; and to perform related work as required.

CLASS CHARACTERISTICS:

Positions in the class of Lead Water Distribution Operator direct, inspect, train, check and review the work of a crew involved in the construction, maintenance and repair of water mains, surfaces and equipment. Incumbents participate fully in the work of the assigned crew. A Lead Water Distribution Operator is responsible for the productivity of the crew in completing a predetermined schedule of work. Positions in the class of Lead Water Distribution Operator are generally filled by advancement from the Senior Maintenance Operator class as vacancies occur.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License (~~class "B" or higher with tanker endorsement~~). Possession of a valid State of California Department of Health Services Water Distribution Operator certificate Grade 3 or higher. (~~Grade 2 (3) or higher~~). ~~Certified as a backflow Device Tester through Santa Barbara County, Ventura County, or AWWA.~~

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional/different duties from those set forth below to address business needs and changing business practices.

EXAMPLES OF DUTIES:

Leads, trains, and participates in the work with a crew engaged in installing water services, mains, meters, ~~backflow devices~~, and equipment; does tapping, pipe fitting and caulking; operates light equipment and trucks; repairs broken water lines, water main valves and services; relocates meters and services; changes and raises meters; installs plumbing; cuts pavement; locates water lines with instruments or from prints; does acetylene and electric welding; flushes hydrants and mains; skillfully operates trucks, backhoes, cranes, forklifts, pneumatic and electric tools; cleans pump houses, reservoirs, and surrounding grounds by using a variety of hand tools; reads water meters and pump meters; periodically as a regular assignment, checks pumps, chlorinators, springs and reservoirs; ~~tests backflow assemblies~~; sees that safe and proper work practices are followed by members of the crew; performs pressure tests on new water main; takes chlorine and bacteriological samples; maintains records of work performed; performs systematic inspections; operates City vehicles and equipment; performs standby duty; responds and resolves customer complaints; and performs related work as required.

**CITY OF LOMPOC
(Lead Water Distribution Operator)**

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS

The conditions herein 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.

Physical: Strength: Heavy Work - Lifting, carrying and/or pushing 100 pounds with frequent lifting and/or carrying of objects weighing up to 90 pounds.

SPECIAL REQUIREMENTS:

Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstances, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator facemask. This requirement is implemented in order to insure the safety and health of the employee.

MINIMUM QUALIFICATIONS:

Knowledge of:

- State of California and federal health codes related to drinking water;
- AWWA standards;
- Basic hydraulics;
- Plumbing, pipe fitting and mechanical devices used in water systems;
- Basic math;
- Computerized record keeping;
- Proper methods, materials, tools and equipment used in waterworks maintenance and construction;
- General principles of supervision and training;
- Appropriate safety precautions and procedures.

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Ability to:

- Operate pneumatic and power equipment;
- Read and follow blueprints and engineering sketches and use GIS;
- Read, write and perform mathematical calculations at the level required for successful job performance;
- Perform and train others in the performance of a variety of skilled and semi-skilled tasks in waterworks construction and maintenance;
- Maintain and care for pumping equipment;
- Maintain records;
- Supervise the work of others;
- Operate a vehicle and equipment observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;

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**CITY OF LOMPOC
(Lead Water Distribution Operator)**

- o Establish and maintain effective relationships with those contacted in the _____ course of work.

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EDUCATION AND EXPERIENCE:

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. –The typical qualifying entrance background is experience at a skilled level in waterworks maintenance and construction or two years of experience at the Senior Water System Worker level in the City of Lompoc. [Successfully complete a college course in Water Quality Protection and Control.](#)

~~PHYSICAL DEMANDS AND WORKING CONDITIONS:~~

~~**Strength:** Heavy Work – Lifting, carrying and/or pushing 100 pounds with frequent lifting and/or carrying of objects weighing up to 90 pounds.~~

~~SPECIAL REQUIREMENTS:~~

~~Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstances, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator facemask. This requirement is implemented in order to insure the safety and health of the employee.~~

CAREER LADDER:

Experience gained by incumbents in these classes may provide the knowledge, skills and abilities to qualify for Water Distribution Supervisor.

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CITY OF LOMPOC

WATER DISTRIBUTION OPERATOR
Series Specification

DEFINITION:

This series specification describes two classes that, under supervision, perform semi-skilled to skilled duties in the construction, maintenance and repair of water mains and related devices and equipment; and perform other specifically related work as required.

CLASS TITLES:

Water Distribution Operator
Senior Water Distribution Operator

CLASS CHARACTERISTICS:

Water Distribution Operator - This is the entry-level position in this series. Incumbents perform manual labor and semi-skilled work.

Senior Water Distribution Operator - This is the journey position. Incumbents direct, inspect, train, check and review the work of a crew involved in the construction, maintenance and repair of water mains, road surfaces and equipment. Incumbents participate fully in the work of the assigned crew, but crew but may be responsible for the productivity of the crew in completing a predetermined schedule of work.

LICENSE/CERTIFICATION REQUIRED:

Water Distribution Operator: Possession of a valid and appropriate California Driver's License; AND possession of or obtain a valid Water Distribution Operator Grade I certificate, through the State of California Department of Health Services, during the incumbent's probationary period.

Senior Water Distribution Operator: Possession of a valid and appropriate California Driver's License; AND possession of a valid Water Distribution Operator Grade II certificate, through the State of California. ~~Certified as a Backflow Prevention Device Tester approved by the Santa Barbara County Health Care Services or AWWA.~~

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional/different duties from those set forth below to address business needs and changing business practices.

ALL LEVELS:

Performs manual labor and semi-skilled work in the maintenance, repair, construction and installation of water systems, including pipe lines, valves, fire hydrants, pumps, meters, backflow devices and services; repair service leaks; threads and fits pipe; flushes and disinfects water lines and springs; locates water

**CITY OF LOMPOC
(Water Distribution Operator)**

lines with instruments or from prints; perform acetylene and electric welding and cutting pipes; assists in raising valve and meter boxes; cleans trucks, shop area, pump vaults; perform ground maintenance on reservoir grounds, storage yards and inventory yards; read water and pump meters; check pumps, chlorinators, springs and reservoirs; records/surveys water valves locations and exercises valves; learns to build forms, mix, pour and finish concrete; operate a variety of power tools and equipment, including compressor, welder, pneumatic tools; operate trucks, backhoe, crane, forklift and other motorized equipment of comparable size and complexity; ~~change chlorine cylinders~~; issue tools and related equipment and account for same; ~~test backflow devices~~ and water mains; keep labor, material and maintenance records; operate City vehicles; perform standby duty; responds and resolves customer complaints; and perform other specifically related work as required.

SENIOR WATER DISTRIBUTION OPERATOR:

Perform skilled work in Water Distribution operations and maintenance; participate in the work with the crew; engage in installing water services, mains, meters, ~~backflow devices~~ and equipment; work on tapping, pipe fitting and soldering; skillfully operate trucks, backhoes, cranes, forklifts, pneumatic and electric tools; repair broken water lines and water main valves; service, ~~test and repair backflow devices~~; relocate meters and services; change and raise meters; install plumbing; cut pavement and repair streets or alleys after underground maintenance; perform acetylene and electric welding; flush hydrants and mains; clean pump houses, reservoirs and surrounding grounds; material yards and storage yards by using a variety of hand tools; maintain small equipment and hand tools; check pumps, chlorinators, springs and reservoirs; respond to customer complaints; perform pressure tests on new water mains; take chlorine and bacteriological samples; train and direct the work of assigned crew; perform systematic inspections.

ALLOCATION FACTORS:

Level of skill in operating equipment, level of independence of decision-making and ability to direct work of crew and train others.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS

The conditions herein 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.

Physical:

Strength: Heavy - Exert force of 25-100 pounds frequently or 10-20 pounds constantly to lift, carry, push, pull, or move objects. Frequently stand or walk, bend, stoop, kneel, handle, grip, grasp, reach below shoulder level, extend neck downward or side-to-side. Occasionally sit, crouch, push/pull, twist at the waist, reach at or above shoulder level,

**CITY OF LOMPOC
(Water Distribution Operator)**

extend neck upward; finger, type. Occasionally climb ladders. Rarely crawl, or climb stairs. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Ability to effectively hear/comprehend oral instructions and communication, equipment and traffic noise.

Mental/Psychological:

Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; read and comprehend simple material; perform complex math calculations; use simple writing skills; understand, remember and carry out detailed job instructions. Respond quickly to changing priorities; deal with the general public; communicate effectively orally; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Work both indoors and outdoors. Frequently drive motorized equipment/vehicles. Frequently work around machinery, noise, dust, and slippery or uneven walking surfaces. Occasional exposure to excessive fumes, smoke, gases, odors, chemicals, solvents, grease or oil, and flames/smoke. Rarely work at unprotected heights. Works occasionally alone and frequently with others.

Exposure to chemicals while disinfecting/neutralizing chemicals, such as chlorine in the water distribution system; frequently works around underground high pressure water mains, gas lines, and high voltage lines; occasionally works in holes more than five feet deep; works in inclement weather and high traffic locations. Incumbents must be available for periodic evening, night, weekend and/or holiday work due to standby duty or emergency callback needs.

SPECIAL REQUIREMENTS:

Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstances, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator facemask. This requirement is implemented in order to ~~insure~~ ensure the safety and health of the employee.

**CITY OF LOMPOC
(Water Distribution Operator)**

MINIMUM QUALIFICATIONS:

Knowledge of:

ALL LEVELS:

- Applicable safety and State of California and federal health codes related to drinking water;
- Basic water hydraulics;
- Simple record keeping;
- Proper methods, materials, tools and equipment used in water works
- Maintenance and construction;
- Appropriate safety precautions and procedures in chlorine, traffic and water distribution practices.

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SENIOR WATER DISTRIBUTION OPERATOR:

- State of California and federal health codes related to drinking water;
- AWWA standards;
- Basic hydraulics;
- Plumbing, pipe fitting and mechanical devices used in water systems;
- Basic math;
- Computerized record keeping;
- General Principles of supervision and training.

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Ability to:

ALL LEVELS:

- Read, write and perform mathematical calculations at the level required for successful job performance;
- Perform a variety of semi-skilled tasks in water works system construction and maintenance;
- Learn to skillfully operate and maintain assigned tools and equipment;
- Maintain equipment and tools;
- Perform maintenance, repair and construction work;
- Maintain computerized records;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Perform manual/physical labor;
- Read and follow instructions on equipment labels;
- Satisfactorily follow rules and procedures;
- Be available for standby duty;

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**CITY OF LOMPOC
(Water Distribution Operator)**

- Maintain equipment and tools.

SENIOR WATER DISTRIBUTION OPERATOR:

- Skillfully operate pneumatic and power equipment, backhoes, etc.;
- Read and follow blueprints and engineering sketches;
- Direct and train others in the performance of a variety of skilled tasks in waterworks construction and maintenance;
- Supervise the work of others.

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EDUCATION AND EXPERIENCE:

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

Water Distribution Operator: One year of experience in water works maintenance and construction and specialized training in water distribution system operation and maintenance.

Senior Water Distribution Operator: Two years of skilled experience in water works maintenance and construction, one year of which is with the City of Lompoc distribution crew.

MANDATORY CAREER ADVANCEMENT:

Water Distribution Operator: As a result of business necessity, no person shall occupy the position of Water Distribution Operator as a Grade I Water Distribution Operator for more than thirty-six months. Individuals who do not meet this requirement who have an overall satisfactory rating on their last performance evaluation will be granted a six month extension.

Senior Water Distribution Operator: With satisfactory job performance, career ladder advancement shall be effective the first pay period following presentation of proof of possession of the appropriate certification and satisfaction of time and experience requirements. Successfully complete a course in Water Quality Protection and Control.

POTENTIAL CAREER PATH:

Experience gained by incumbents in these classes can provide the knowledge, skills and abilities to qualify for Lead Water Distribution Operator or Senior Water Meter Maintenance Technician.

[7/06Rev. 10/2023](#)

CITY OF LOMPOC

WATER METER MAINTENANCE TECHNICIAN
Series Specification

DEFINITION:

This series specification describes two classes which, under supervision, to test, overhaul, repair and install water meters; and to perform other specifically related work as required.

CLASS TITLES:

Meter Maintenance Technician
Senior Meter Maintenance Technician

CLASS CHARACTERISTICS:

Water Meter Maintenance Technician: This is the entry-level position. Incumbents learn the diagnosis and repair of water meters.

Senior Water Meter Maintenance Technician: This is the journey level position. Incumbents perform skilled work requiring expertise in maintenance, trouble-shooting, modification and repair of water meters and related equipment.

LICENSE REQUIRED:

Water Meter Maintenance Technician: Obtain a valid Water Distribution Operator Grade I certificate, through the State of California Department of Health Services, within 14 months of hire. Possession of a valid and appropriate California driver's license.

Senior Water Meter Maintenance Technician: Possession of a valid Water Distribution Operator Grade II certificate (or higher), through the State of California Department of Health Services. ~~Possession of a valid certification as a backflow tester through Santa Barbara County or Ventura County Health Departments or AWWA.~~ Possession of a valid and appropriate California driver's license.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

**CITY OF LOMPOC
(Water Meter Maintenance Technician – series spec)**

All Levels:

Disassembles water meters; removes and replaces meters; cleans and examines the mechanisms and chambers for breaks and wearing; repairs or replaces damaged or worn out parts; solders meter parts as appropriate; reassembles the meters; tests new and rebuilt meters; makes field tests of meters in place; exchanges meters in the field as appropriate; makes necessary repairs to special recording registers in the field or shop; ~~tests and maintains backflow devices~~ for water; maintains meter history records; requisitions supplies and parts; keeps labor and material records; cleans and maintains tools; responds to and resolves customer complaints; and operates City vehicles. Performs related work as required.

Senior Water Meter Maintenance Technician:

Performs skilled maintenance of water meters, replacing/repairing and calibration of testing equipment; responds to and resolves customer complaints; makes necessary repairs to special recording registers in the field or shop; maintains computerized and written meter history records; evaluates meter consumption records, conducts tests and inspections to determine how meters are doing in the field; conducts a preventive maintenance and meter testing program as directed; uses data logging equipment/software; requisitions supplies and parts; keeps labor and material records; cleans, maintains and keeps an orderly meter shop.

PERIPHERAL FUNCTIONS:

~~Paint meters.~~

ALLOCATION FACTORS:

Extent of knowledge of meter maintenance and repair; level of skill in maintenance and repair work; degree of independence in decision-making; and ability to train others.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS

The conditions herein 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.

Physical:

Strength: Heavy - Exert force of 50-100 pounds occasionally, or 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push, pull, or move objects. Frequently stand or walk, bend, stoop, crouch, kneel, push, twist at the waist, handle, grip, grasp, finger, type, reach below shoulder level, extend neck downward or side to side. Occasionally sit, crawl, reach at or above shoulder level, extend neck upward.

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CITY OF LOMPOC
(Water Meter Maintenance Technician – series spec)

Rarely climb stairs or ladders. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; read/comprehend material; perform simple math calculations; use simple writing skills; understand, remember and carry out detailed job instructions. Respond quickly to changing priorities; deal with the general public; communicate effectively orally; work under pressure; work within deadlines; train other workers.

ENVIRONMENTAL CONDITIONS:

Work both indoors and outdoors. Occasionally work around machinery, occasional exposure to dust, fumes, smoke, gases, odors, excessive noises, solvents, grease or oil; exposure to slippery or uneven walking surfaces. Occasionally use a computer, drive motorized equipment/vehicles. Rarely work at unprotected heights; rare exposure to chemicals. Works both alone and with others.

MINIMUM QUALIFICATIONS:

Knowledge of:

All Levels:

- Water Distribution Systems and related meter functions;
- Simple recordkeeping;
- Appropriate safety precautions and procedures;
- State of California and federal health codes related to drinking water;
- Basic water hydraulics;

Senior Water Meter Maintenance Technician:

- Principles of operation of meters;
- AWWA standards;
- Operation, maintenance, repair and overhaul of large meters;
- Methods of cleaning, servicing, and repairing testing equipment;
- Fundamentals of water meter testing;
- Proper methods, materials, tools and equipment used in the repair of water meters;
- Basic water hydraulics;
- Computerized recordkeeping;
- Appropriate safety precautions and procedures.

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**CITY OF LOMPOC
(Water Meter Maintenance Technician – series spec)**

- Successfully complete a course in water Quality Protection and Control.

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Ability to:

All Levels:

- Learn to replace, maintain and repair water meters;
- Maintain accurate meter written/computerized records;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Satisfactorily follow rules and procedures;
- Establish and maintain effective relationships with those contacted in the _____ course of work.

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Senior Water Meter Maintenance Technician:

- Recognize unsatisfactory meter accuracy and performance;
- Use test equipment and related tools;
- Clean, service and repair related test equipment;
- Replace, maintain and repair water meters, meter sets and back flow devices;
- Maintain records;
- Train others.

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EDUCATION AND EXPERIENCE:

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

Water Meter Maintenance Worker: Two years of mechanical repair or maintenance experience.

Senior Water Meter Maintenance Worker: Two years of water meter repair and maintenance, one of which is with the City of Lompoc, successfully complete a course in Water Quality Protection and Control.

CITY OF LOMPOC
(Water Meter Maintenance Technician – series spec)

POTENTIAL CAREER PATH:

Experience gained by incumbents in these classes can provide the knowledge, skills and abilities to qualify for Lead Water Distribution Operator or Senior Water Distribution Operator.

[8/10/23Rev. 10/2023](#)
7/06