

CLASS SPECIFICATION FOR  
**Meter Repair Specialist**

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**GENERAL STATEMENT OF DUTIES:** Repairs, tests and adjusts water meters in the meter shop and in the field; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class performs specialized repair of all types and sizes of water meters. With the exception of work on large water meters, the repair work is performed in the meter shop. Testing of water meters is performed both in the shop and in the field. Work is performed without immediate supervision and is reviewed by a Utility Superintendent primarily through the satisfactory operation of meters.

**EXAMPLES OF WORK** (illustrative only):

- Repairs meters by disassembling, cleaning and replacing parts that are worn or broken;
- May calibrate parts in mechanically driven meters;
- Tests meters either in the shop on the test bench or in the field;
- Records and interprets test results;
- Repairs and tests large meters in the field;
- Orders parts when needed;
- Returns meters and parts in warranty;
- May supervise other employees who assist in various phases of the repair work, such as meter cleaning and testing;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the methods, materials, tools and equipment used in water meter repair; some knowledge of meter reading; ability to analyze the repairs needed by water meters; ability to work with small parts and to fit these so that the meter operates smoothly; ability to make arithmetical computations accurately; mechanical aptitude; physical condition that permits such activities such as heavy lifting, bending, driving and working under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and one (1) year of experience in mechanical repair or meter service; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.