



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Lead Meter Technician
DEPARTMENT: Public Works
DIVISION: Utilities
SUPERVISED BY: Customer Service and Utility Billing Supervisor

JOB SUMMARY/OVERVIEW OF THE POSITION:

Technical position responsible for installing, repairing and reading water/sewer meters, repairing water and sewer leaks, removing blockages, making emergency repairs to other City facilities, and responding to customer requests for information or assistance. Responsible for establishing, disconnecting or reconnecting water/sewer service as directed by Supervisor. Investigate complaints or service problems. Work hours may vary, and may include nights, weekends, and after hours call out to assist in the repair of City's water, sewer and other facilities. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Leads Meter Technicians in performing tasks/duties.
- Read meters and record consumption, both manually and with electrical equipment.
- Install/remove water meters.
- Maintain and repair meter/valves.
- Respond to customer inquiries and complaints.
- Maintain detailed records of services performed.
- Repair and/or assist in installation, repair and maintenance of water and sewer line, valves, and related system components.
- Implement written/electronic work orders.
- Work efficiently with other employees on water and sewer line installation and repairs when necessary.
- Performs other duties not specifically enumerated within the job functions listed herein as may be required at the discretion of the City.
- On-Call Duty: Employees designated as on-call must adhere to the established City On-Call Policy and their department's Standard Operating Procedures (SOPs) regarding on-call procedures, expectations, and response requirements.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety and occupational hazards and ability to comply with City Safety Policy.
- Knowledge of effective public relations techniques.
- Ability to walk up to 2 miles per day, and work in all weather conditions.
- Ability to read, comprehend, write legibly, implement and complete verbal and written directions in English, and communicate effectively by radio and telephone.
- Skill in basic math functions.
- Ability to provide a high level of customer service to the public.
- Ability to perform assigned duties timely and effectively while working carefully and complying with safety rules.

- Ability to follow directions and complete assignments accurately and on time.
- Ability to project a good public image and maintain effective customer relations. Interact courteously with the public, officials, supervisors and co-workers.
- Willingness and ability to exercise sound judgement, and perform at a high level of efficiency and productivity.
- Actively support the Departments and the City's goals, programs, and objectives.
- Ability to work independently and confidentially without close supervision.
- Ability to maintain acceptable attendance record.
- Willingness and ability to comply with the City's regulations and procedures.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

EDUCATION, TRAINING AND EXPERIENCE: High school diploma or GED equivalency certificate as issued by a State Board of Education. Minimal of (2) years experience as a Meter Technician or equivalent experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver's License (valid Florida Commercial Class "B" Driver's License within 60 days of appointment)

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt	
PAY GRADE: SEE CURRENT PAY GRADE SCALE	