

**Widefield Water & Sanitation District**  
**Water Meter Operator**

**Job Title:** Water Meter Operator  
**Department:** Water  
**Reports To:** Water Department Supervisor  
**FLSA Status:** Non-exempt  
**Approved By:** Lucas Hale, District Manager  
**Date Prepared:** September 2025  
**Salary Grade:** Grade 11/ \$55,761.00 to \$76,527.00  
**Status:** Active

**SUMMARY**

Engages in the production, treatment, storage, and delivery of water in the District, and in repair and maintenance of water facilities including plants, wells, pump stations, storage tanks, valves, hydrants, pressure regulating stations, and related equipment. Installs, maintains, tests, and repairs water meters on residential, and commercial properties to ensure accuracy and proper function. Responsibilities include performing routine inspections, troubleshooting and fixing broken meters, reading meters for billing, conducting flow and pressure tests, assisting with customer service issues, and maintaining accurate records. The role requires knowledge of water systems, safety guidelines, and good customer relations skills. Provides first response to the District's customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Routine documentation and monitoring of facilities. Monitor distribution system from SCADA system.
2. Responsible for water quality and flow through plants and wells, adjusts flow rates to keep up with demand.
3. Monitors water quality constituent levels to meet state and federal standards and adjust facility operations accordingly.
4. Monitors equipment and treatment processes.
5. Regulates, adjusts, and calculates chemical feed rates under the direction of senior staff.
6. Performs preventative and corrective maintenance and troubleshooting of equipment. Performs routine inspections, preventive maintenance, and repairs meters, meter pits and associated equipment.
7. Calculates tank volumes and pumping rates to assure proper fill rates.
8. Performs lab work and calibrates lab equipment.
9. Completes basic water plant and system operations.
10. Assists in monthly reports and other required paperwork.
11. Compiles and organizes historical data for facility logs.
12. Prepares work orders for work as needed or scheduled.
13. Coordinates work with other departments.

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14. Notifies responsible staff and management of changes in operations.
15. Follows District and industry safety standards.
16. Performs housekeeping of facilities, buildings, and grounds.
17. Locates, maintains, and repairs water services, valves, curb boxes, mains, and hydrants.
18. Prepares and obtains data for operation reports.
19. Works with other departments in a cooperative, supportive, and professional manner.
20. Must monitor and operate the domestic water system in a manner that ensures proper levels of chlorine residuals and system pressures are always maintained.
21. Provides customer service in the field by responding to customer inquiries, problems, leaks, meter issues, complaints, and service requests.
22. Investigates and reports malfunctioning, leaking, or tampered meters.
23. Maintains an inventory of meters and associated parts.
24. Installs and reads meters.
25. Installs automated devices used in meter reading and water consumption. Installs water meters and replaces old or broken ones on various property types.
26. Tests meters for accuracy, calibrates them, and performs flow and pressure tests to ensure proper function and compliance standards.
27. Maintains accurate meter records and logs.
28. Reconciles monthly zero read list.
29. Raises meter boxes and curb stop boxes to grade.
30. Repairs leaks to meter connections.
31. Recommends to supervisor methods of cost effectiveness and/or project completion methods.
32. Works independently in outdoor environments, performing tasks such as turning water services on/off.
33. May perform service locates.
34. May be required to set-up or assist with traffic control.
35. Must be willing to work overtime, weekends and holidays if necessary.
36. May be on-call for plant or system operations on a rotating basis and must have the ability to respond within 30 minutes.
37. Must respond to and for emergencies and must have the ability to respond within 30 minutes.
38. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year College or technical school; or one-year related experience and/or training in plumbing, pipefitting, meter reading manufacturing, distribution experience or utility environment; or equivalent combination of education and experience. Must possess a Colorado Water Operator "D" certification or Class 1 Distribution

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certification. Ability to interact effectively with customers, including addressing complaints and providing information. Knowledge of water meter maintenance, repair, operations methods and testing procedures necessary. Proficiency in using computers and software for data entry and report generation.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER SKILLS AND ABILITIES**

Proven customer service skills and the ability to work productively with minimal direct supervision. Excellent communications skills (both written and verbal) are essential. Familiarity with SCADA controls. Familiarity and basic skills with Windows based programs including Word and Excel. This position works closely with consumers, and other District departments. Computer skills include spreadsheets, word processing, email, and Windows. Ability to oversee and run special projects.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Colorado Driver's license and be insurable under District's standards. Must obtain CPR/First Aid Certification within the first six (6) months of employment. A Class "A" CDL License with a tanker endorsement is required or must be obtained within the first year of employment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to wear a full-faced respirator. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate. However, the noise level in the plant environment is usually loud.

### **CAREER PATH**

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfill future job requirements.