



EXHIBIT 4-A

METER PROGRAM COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction to plan, organize, coordinate and perform field and office work related to the District Well Metering Program. Maintain Well Registration Program and provide technical support to the Water Demand Division related to Water Distribution System Permitting. To receive and resolve meter reads and questions, provide technical direction related to the Meter Program, and establish field relationships and access agreements with well owners. Monitor acquisition and accuracy of meter reads and follow up with well owners to verify. Lend assistance as needed to the Streamflow, Groundwater, Project Operations, Fisheries, and Riparian Programs. Provide excellent customer service.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for working independently with some direction to maintain the well reporting program, complete reporting required by District Rules, and technically support the Water Distribution System Permitting process.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Resources Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

Essential Functions:

1. Maintain the well reporting program; distribute, collect and compile annual production reports from all well owners and operators in the District.
2. Perform well registration; maintain current well contact list, receive new permits from County Health Department, mail letters and forms, locate wells on map, assign numbers and reference to assessor parcel number; review well logs; update District database and well files in Property Files.
3. Walks or drives District vehicle to assigned route and reads meters.
4. Delivers and hangs door tags at assigned addresses related to meter reads and well inspections.
5. Works with land owners to establish access to well meters should the well owner want District Staff to read the well meter.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
Meter Program Coordinator (*Continued*)

6. Inspects well meter equipment and works with well owners to arrange repairs to maintain working meters on registered wells.
7. Follows up with well owners related to inaccurate meter readings, inaccessible wells, and high consumption.
8. Read water meters on medium and large wells; maintain records on spreadsheet, calculate production and report to General Manager; notify well owners of violations and discrepancies.
9. Assist Fisheries Biologists and Technicians; assist with fish rescue operations and population surveys.
10. Assist with high flow streamflow and groundwater programs as needed.
11. Assist Environmental Resources Division; provide training and expertise in the monitoring of riparian and wetland vegetation.
12. Prepare a variety of reports; compose text and develop charts, graphs, and maps.
13. Write letters to well owners to explain the meter program process.
14. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
15. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
16. Serve as District representative on interview panels for other agencies as necessary.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

- Operations, services and activities of a well production monitoring program.
- A variety of meters and meter reading equipment.
- Computer applications related to hydrology including data management, word processing and report writing.
- Mathematics and statistics..
- Basic drafting methods, techniques and tools.
- Proper and safe use of hand and power tools.
- Basic carpentry, pipe fitting and cement working techniques.
- Laws, regulations, and District rules relating to wells, water distribution, and water production.
- Global positioning satellite systems for mapping.
- Operation of pumps and water meters.
- Occupational hazards and standard safety practices.

ABILITY TO:

- Develop and maintain databases and spreadsheets.
- Accurately compile and analyze data.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
Meter Program Coordinator (*Continued*)

- Prepare and interpret maps.
- Learn Geographical Information System (GIS) software
- Troubleshoot electrical and mechanical equipment.
- Utilize a computer terminal for data management, data processing and word processing.
- Operate equipment in a safe and effective manner.
- Perform instrument calibration.
- Use proper techniques to acquire water quality samples.
- Complete chain of custody forms for water quality and biological samples.
- Operate GPS equipment to locate wells and other monitoring sites.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines —- *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience

Two years of customer service experience and two years of work experience involving meter maintenance, code enforcement or a closely related field.

Education

High School Diploma required. Bachelor's degree from an accredited college or university preferred.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

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 job functions.

Environmental Conditions:

Office and field environment with some travel to attend meetings; work in and around water; exposure to all types of weather and temperature conditions; exposure to poisonous plants, animals, and/or insects; work closely with others and work alone; irregular work hours; exposure to computer screens, atmospheric conditions, and slippery and uneven conditions; working with machinery. May work alone in extreme weather conditions including heat, wind, and rain.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; walking, standing and sitting for prolonged periods of time; bending, climbing and reaching; operating motorized vehicles and equipment.

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
Meter Program Coordinator (*Continued*)

Vision:

See in the normal visual range with or without correction; specific vision abilities required by this job include close and distance vision, color perception and depth perception.

Hearing:

Hear in the normal audio range with or without correction.

Department: Water Resources Department

Exempt: No

Approved Date: October 2023

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