



TOWN OF BILLERICA

DEPARTMENT OF PUBLIC WORKS
365 Boston Road
Billerica, Massachusetts 01821
(978) 671-1313

Frederick W. Russell, PE
Director

NOTICE OF VACANCY METER FOREMAN WATER DISTRIBUTION/ MAINTENANCE

Posting Date: March 19, 2025

Position Available: Meter Foreman Water Distribution Section, Water Division

Application Procedure: Application forms may be picked up at the Town Manager's Office or online at <https://www.town.billerica.ma.us/FormCenter/HR-11/Online-Application-63>. Anyone applying must use the application forms to be considered.

Job Description: Under the direction of the Water Superintendent, this position is responsible for oversight of water meters repairs and installation with the meter staff and coordinating as needed with the other water department sections and staff. Capable of installing, repairing, and testing meters and AMI endpoints as needed. This role is responsible for meter technicians performing skilled work in stalling, replacing, testing and repairing. Ensuring all work-related slips from the meter technicians are logged and reported to the billing coordinator correctly. Complete understanding of meters to include meter resolution, proper sizing, the proper use of compound meters, the use of metering software, and the ability to correct software data. Responsibilities include identifying and resolving water leaks, locating service boxes and valves, and supporting the implementation of water shut-off policies. The position collaborates closely with Billing Clerks, Clerical staff, and other departments to ensure accurate meter readings and efficient customer service. Additionally, the role supports the deployment and maintenance of the Advanced Metering Infrastructure (AMI) system.

When required, the individual must be able to perform a variety of skilled maintenance and repair of water mains, water services hydrants and other related work as required. This position reports directly to the Water Superintendent and /or in his absence the Distribution Supervisor. Must be able to respond to all DPW emergencies when called upon.

Job Duties: Interfaces routinely with the Water Superintendent and the billing coordinator and/or the office staff personnel with the scheduling associated with meter daily meter work and a meter exchange program. Directs meter technicians in the maintenance of equipment used to record readings and makes necessary repairs as needed to meters and AMI endpoints. Provides training to meter repair personnel on installation and programming procedures, including AMI technologies. Oversight of the inventory control of

meters and radios. Assures that work is performed in a safe and professional manner by following established safety, operating, and emergency response procedures. Must be available to perform emergency repair work and snow removal and perform related duties as needed. The position involves extensive interaction with the public, contractors, and various Town departments, necessitating strong interpersonal and communication skills. Requires a good understanding of metering software and the ability to make data corrections; in general, must have a good computer skills. Requires the ability to carry out verbal and written instructions. Must have the ability to establish effective working relationships with other employees. Sound independent judgement to be displayed through an ability to learn, reason, and make judgments given a variety of situations, tasks, or environments.

Physical Demands and Work Environment: The role requires frequent standing, lifting to 75 pounds, and exposure to outdoor weather conditions and mechanical equipment. The work environment may include moderate noise levels and occasional exposure to fumes or electrical hazards.

Requirements: High school diploma or equivalent; additional technical training or certifications preferred.

Must have a Massachusetts Drinking Water Facilities Grade 2 Distribution, or in a time frame the ability to acquire in no more than 1-year.

Minimum of five years of experience in water meter repair and maintenance, or related field.

Proficiency with computer applications including Microsoft Office Suite and AMI meter software.

A valid Massachusetts backflow and/or surveyor license.

A Commercial Driver's License (CDL) Class B and a Massachusetts Hoisting License – Class 2A and 1C.

Substitutions for requirements will be at the discretion of the Director of Public Works.

Starting Salary: \$34.002 to \$38.9703 per hour

Hours: Monday thru Friday 7:00 am to 3:30 pm

A handwritten signature in blue ink that reads "Frederick W Russell". The signature is fluid and cursive, with the first name being the most prominent.

Frederick W Russell, PE , Director

This position is posted for a period of 10 working days in house in accordance with the agreement between the Town of Billerica and the Teamsters Local 25

CC: All Town Offices