

**MAJOR FUNCTION**

This is skilled mechanical work installing electronic meter reading equipment and maintaining gas gate stations and regulator stations, odorization and other specialized equipment to ensure their proper and optimal operation. Work is performed in accordance with established policies and procedures to ensure the system's reliability and compliance with federal and state regulations, and contractual obligations. Employees in this class work under the general direction of an administrative superior and work is reviewed through inspection and review of work in progress and upon completion.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Installs and repairs SCADA (System Control and Data Acquisition) and other electronic meter reading equipment. Monitors gas system pressures and flow rates to ensure system reliability. Monitors and records maintenance at the regulating stations. Repairs pressure regulating equipment. Monitors and records inlet pressure, pressure reduction, and electronic metering equipment at the gate stations. Reads more complex meters for large commercial customer billing. Takes odorant samples by use of electronic devices and monitors odorizers by readings. Records data for compliance with regulations administered by the Public Service Commission. Monitors equipment and changes pressure charts at strategically placed locations throughout the City. May serve as lead worker to employees in lower level classifications engaged in similar or related tasks. Serves on-call. Performs related work as required.

**Other Important Duties**

May assist with supervision of the Meter Shop, as needed. May investigate and resolve commercial customer complaints regarding high bills and consumption issues. Attends developmental and training opportunities to keep abreast of technological developments in general and specific area of responsibility. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of departmental rules and regulations. Considerable knowledge of the methods and techniques utilized in the testing, repairing, calibrating of gas meters and related monitoring devices. Considerable familiarity with the mechanical design, parts and operations of gas meters and with the tools used for testing, repairing and calibrating them. General mechanical ability. Ability to keep records and to make routine reports. Ability to accurately detect and diagnose problems in the gas gate stations and regulator stations. Ability to direct the work of others engaged in similar work. Ability to deal with the public in an effective and courteous manner. Considerable skill in the use of hand tools used in repairing, testing and calibrating of gas meters. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes testing, repairing and calibrating gas meters or an equivalent combination of training and experience. One year of post high school training in electronics may substitute for one year of the above required experience.

**Necessary Special Requirements**

Possession of a valid class E State driver's license at time of appointment.

Established: 09-07-02  
Revised: 05-06-04\*  
03-12-08