

**MAJOR FUNCTION**

This is skilled mechanical work in performing highly specialized repairs and maintenance on gas meters as well as procuring and maintaining meter shop inventory for all items required for both residential and commercial meter installs and exchanges. Stand-by duty is required of this position. Work is performed under the direct supervision of the Supervisor-Meter Repair /Measurement.

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

Operates meter and regulator testing equipment. Maintains proper working order of various types and sizes of meters. Turns on gas and lights all gas appliances for business and residential customers. Discusses high bill complaints with customers and assists with resolution of identified problems. Maintains meter shop inventory by purchasing and issuing materials and supplies. Performs related work as required.

**Other Important Duties**

Assist with gas leak calls in the community as needed. Enters all meter inventory into PeopleSoft for asset management. Maintains satellite warehouse (meter shop) inventory including purchasing and issuing materials and updating the associated database. Performs related work as required.

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

Knowledge of tools and equipment used in measuring gas flow. Knowledge of the mechanical functions of household appliances. Ability to effectively communicate with the public. Ability to perform mathematical calculations needed to figure gas flow. Ability to keep routine records and make reports for inventory maintenance. Ability to perform calmly and effectively in emergency gas situations. Ability to effectively communicate with the public.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and one year of experience that includes meter or other mechanical equipment repair; or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of appointment.

Established: 03-18-81

Revised: 02-15-90

09-15-94

09-07-02

04-27-04\*

05-31-11