

## **GAS METER TECHNICIAN**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Gas Meter Technician is responsible for testing, calibrating, and performing minor repairs to gas meters, gas regulators, and associated parts and equipment. This class tests commercial and residential gas meters using a diagnostic meter, “prover,” to calibrate gas meters, and identify meter leaks in need of repair. Gas meter repairs include performing quality assurance performance tests on new meters to ensure performance standards satisfy state and federal requirements; testing new and used meters for gas leaks; recording all testing data in the City’s CIS, Banner Database; replacing worn or broken gas meter parts; painting gas meters; performing minor repairs to gas meter equipment; and issuing and inspecting equipment assigned to gas system crews to use in the repair and/or maintenance of the City gas distribution system. In addition to gas meter repair, this class is responsible for assessing, maintaining, and purchasing an inventory of parts, supplies, and equipment for Energy Resources’ gas meters. This class performs regular inventory assessments of gas meter parts, supplies, and equipment; and ensures adequate levels of supplies are available for gas system crews to use and replaces items as needed. This class performs related duties as required.

**Distinguishing Features:** Supervision is received from the Energy Resources Material Management Supervisor, who reviews performance through work evaluation, conferences, reports, and results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Some (6 months - 1 year) full-time experience performing gas meter repair and testing using gas meter provers, hand tools, and spray-painting equipment, **OR** an equivalent amount of full-time experience in the repair, testing, and calibration of similar mechanical devices or equipment (example: flow monitors, pressure gauges, and temperature gauges, etc.).

**Special Requirements.** Must possess a valid Class D Arizona Driver’s License by hire date. Must obtain City of Mesa forklift operator certification within six months of hire date and maintain certification.

**Substance Abuse Testing.** This class is subject to Department of Transportation (DOT) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199 for the Pipeline and Hazardous Materials Safety Administration (PHMSA).

**Preferred/Desirable Qualifications.** Some (6 months - 1 year) full-time experience maintaining an inventory and purchasing gas meter parts, supplies, and related equipment. Previous experience working with residential, commercial, or industrial gas meters. Experience operating a personal computer (PC). Experience installing Automatic Meter Reading (AMR) devices on gas meters is also desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with City employees to receive, test, repair, and calibrate commercial and residential gas meters in preparation for return to service. Communicates with City employees to issue, inspect, and track gas meters, associated parts, and equipment. Communicates with City employees, vendors, and management to facilitate the purchase of gas meter parts, supplies, and equipment. Communicates with City employees and management to answer questions pertaining to gas meter accuracy testing, calibration of gas meters, and meter repair. Communicates gas meter testing data to management, and uploads testing information into the City's database.

**Manual/Physical:** Receives gas meters removed from City of Mesa customer properties to be tested, calibrated, repaired, and refurbished for return to service. Operates gas meter "prover" to test and calibrate commercial and residential gas meters. Accurately reads both commercial and residential gas meters using meter "prover." Maintains written records of gas meter testing data and uploads information into the City's CIS, Banner database. Operates a forklift to pick up, transport, and unload parts, materials, supplies, and equipment. Separates gas meters ready to be refurbished and returned to service from gas meters that are not salvageable. Prepares the paint mix to paint refurbished gas meters. Uses hand tools, gas meter spare parts, and spray-paint equipment to perform minor repairs to gas meters, gas regulators, and associated parts and equipment. Organizes gas meter inventories ready for installation on shelves in the warehouse, in preparation for gas system crews to use. Issues and maintains a log of gas meters, parts, supplies, and equipment being used by gas system crews, and inspects returned equipment to determine if minor repairs are needed. Purchases and maintains an inventory of gas meter parts, supplies, and equipment using purchase orders and/or a department purchasing card. Performs physical inventories of gas meter parts, supplies, and equipment. Operates a City truck (half-ton) requiring a standard Class D Arizona Driver's License to collect and transport new gas meters and used gas meters requiring testing and repair. Loads and unloads parts, supplies, and equipment from the truck bed to the warehouse. Cleans workshop areas and tools. Maintains storage areas in a neat and orderly fashion. Moves or carries heavy (75+ pounds) parts, supplies, and equipment up to 20 or more feet using a cart or other aid to assist. Meets scheduling and attendance requirements.

**Mental:** Maintains written records of gas meter testing data and enters information in the City's database. Works with supervisor to report gas meter testing data. Understands the proper tools to use when repairing commercial and residential gas meters, gas regulators, and associated parts. Determines which gas meter parts, supplies, and equipment that are to be maintained as regular stock. Purchases gas meter parts, supplies, and equipment. Works with the supervisor to plan, organize, and coordinate daily activities involving the testing, repair, and calibration of gas meters. Assesses and evaluates the supplies and materials needed to perform repairs to gas meters. Accurately describes parts, supplies, and equipment after receiving a verbal description, sketch, or example.

### Knowledge and Abilities:

Knowledge of:

the techniques and procedures for using gas meter "provers" to test and calibrate commercial and residential gas meters;  
basic computer skills and the use of an electronic calculator;

computer programs used by the Energy Resources Department to keep record of gas meter testing data;  
the procedures for entering gas meter testing data into a database;  
hand-tools and equipment used in the repair and calibration of gas meters, and gas regulators;  
the proper use of hand-tools to perform minor repairs to gas meters, gas regulators, associated parts, and equipment;  
the procedures for the operation and use of painting equipment to apply paint to refurbished gas meters and associated parts;  
warehousing parts, supplies, and equipment storage methods and safety practices;  
methods, policies, and procedures involved in purchasing a variety of gas meter parts, supplies, and equipment;  
the City's purchasing procedures;  
storage and inventory procedures and systems;  
issuing and inspecting returned equipment; and  
the procedures for performing minor repairs to gas meter equipment.

Ability to:

operate gas meter "provers" to test and calibrate gas meters;  
repair and refurbish gas meters by replacing worn parts, and regulators;  
perform minor repairs to gas meter equipment;  
maintain written records of tested gas meters;  
utilize computer database systems to record collected testing data;  
operate a forklift to pick up, transport, and unload parts, materials, supplies and equipment;  
paint gas meters and associated parts;  
generate computerized database reports for management, and other City personnel;  
perform physical inventories of gas meters, associated parts, supplies, and equipment;  
maintain adequate stock levels of parts, supplies, and equipment;  
purchase gas meter parts, supplies, and equipment;  
maintain a neat and orderly warehouse stockroom;  
record and maintain accurate records of parts, supplies, and equipment issued, received, and stored in the gas meter warehouse;  
identify parts and recommend substitute parts;  
lift and move heavy gas meter parts, supplies, and equipment;  
establish effective working relationships with management, other City employees, coworkers, and vendor representatives; and  
work indoors and outdoors with shifts in temperature extremes for extended periods of time.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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MR/sb/js

CS3905.DOCX

EEO-S/M

JOB FCTN-GEN

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 41

IND-7502

SWORN-N

Non-DOT Random-N

DOT-Y

INCREMENTS 73-200