

**Position Description**  
***Meter Repair Leadperson/  
Water & Gas Repair Tester***

Department: Gas Services Classification: Hourly

Section/Group: UAW – Local 867

Date: December 3, 2012 (Supersedes: May 2002)

Reports to (Title): Gas Service Supervisor

Directly Supervises (Titles): N/A

Schedule: 7:00 a.m. – 4:00 p.m., Monday-Friday  
(Subject to call outs)

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**General Purpose**

Under the general supervision of the Gas Service Supervisor, performs a variety of skilled and unskilled tasks in providing accurate metering and record keeping of meter sets and meter readings. Lead and direct other personnel in gas & water meter shop to complete projects as assigned.

**Essential Duties and Responsibilities**

Lead person for gas & water meter shop.

Help maintain, repair, service and inspect district regulator stations including pressure adjustments, relief valve testing and adjustments, station valve maintenance and station shut down and start up.

Check fixed factor metering regulator pressure settings at prescribed intervals, adjust as required and maintain records.

Check elevated fuel line pressure regulator settings at prescribed intervals, test and adjust as required and maintain records.

Inspect, repair and calibrate all gas leak and carbon monoxide detection equipment.

Order meters, pressure regulators, relief valves and maintain inventory of meter and repair parts for meters, regulators, relief valves and leak detection equipment as required for the efficient operation of the gas and water meter shop.

Knowledge of backflow preventers to include testing, installations and inspections.

Demonstrates the ability to adopt to change in procedures and workload and able to maintain composure when confronted with stressful situations.

Follows established departmental policies and procedures

Maintains good attendance and punctuality

Listens and communicates in an alert, respectful and supportive manner with customers, co-workers, supervisors and other departments.

Works appropriately with persons of varied races, ages and ethical and sociological backgrounds.

Maintains a clean and safe work environment and recognizes unsafe working conditions. Utilizes proper body mechanics and maintains ergonomically correct position in work area.

Maintains skills and knowledge in the proper and safe techniques for performing job functions.

Performs other duties as assigned by department supervisor/director.

### **Peripheral Duties**

May serve on various employee committees, as required and assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **Minimum Qualifications**

#### ***Education and Experience:***

- A) High school diploma or GED equivalent;
- B) Currently hold the classification of Gas & Water Meter Repair/Tester; or
- C) Must have thorough knowledge of various types of natural gas meters, to include positive displacement meters, diaphragm meters, rotary meters, turbine meters and Dattus meters; and/or
- D) Minimum of 2 years previous experience with natural gas meter and or natural gas regulator diagnostics, repair and testing, and meter set design and construction.
- E) Minimum of 2 years previous experience with water meter installation, repair, and diagnostics.

#### ***Necessary Knowledge, Skills and Abilities:***

- A) Knowledge of pressure regulator and relief valve;
- B) Working knowledge of personal computers and recordkeeping skills; Microsoft Office / Word / Excel & Outlook.
- C) Working knowledge of test equipment used and calibrating same; Knowledge of leak detection equipment and odorator tester, to include theory of operation and making adjustments or minor repairs of same; Knowledge of water meter, theory of operation, sizing, selection, installation, testing and repair of same;
- D) Knowledge of all state, local and federal codes that apply;
- E) Knowledge of Austin Utilities' Operation and Maintenance Manual and all policies and procedures that apply to this position;
- F) Skill in operation of listed tools and equipment;
- G) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate verbally and in writing; Ability to use equipment and tools properly and

safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

### **Special Requirements**

- A) Successfully complete all modules for the covered task required for this position under Austin Utilities' Operator Qualifications Manual;
- B) Successfully complete any other required training and demonstrate proficiency;
- C) Submit to DOT required pre-employment, random, post-accident drug testing, as required under the guidelines of the Office of Pipeline Safety.

### **Tools and Equipment Used**

Electronic bell prover, combustible gas indicator, flame ionization unit, odorator test equipment, pressure testing equipment (drag test, manometer and gauges), water column gauge, carbon monoxide tester, electric/electronic multimeter, hand tools needed to perform meter repairs and testing such as hand drill, open end/box end wrench, screwdrivers, pliers, screw starters, nut driver, pipe wrenches and index drill bits.

### **Physical Demands**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 80 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to extremely cold temperatures.

The noise level in the work environment is moderately noisy.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*