

Job Description

Decatur Utilities

Job Title:	Measurement Technician I
Work Group:	GWWW Construction
Reports To:	Measurement and Compliance Supervisor – Gas and Water
FLSA Status:	Non-Exempt
Residency Required:	Yes
Work Location:	GWWW Construction Service Center – 105 10 th Avenue NE
Last Revision:	July 2015

SUMMARY

Performs scheduled meter change outs, water and gas meter sets, and responds to/evaluates gas and water leaks. Assists in the repairs and maintenance of gas meters and regulating stations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.

- Performs gas/water meter sets on new services.
- Responds to and evaluates gas and water leaks, makes necessary repairs and determines when assistance is needed.
- Responds to carbon monoxide calls.
- Lights pilots during meter change outs and provides back-up assistance for seasonal work.
- Performs scheduled residential/commercial meter change outs.
- Assists with industrial meter change outs.
- Assists in the operation, repair and maintenance of gas regulating stations.
- Performs repairs and calibration of gas meters, regulators and related appurtenances.
- Assists with the operation, repairs and maintenance of odorizers.
- Assists with large gas and water meter testing program.
- Assists with Cathodic Protection inspection and maintenance program.
- Assists with gas electronic metering.
- Assists with the installation, maintenance, and troubleshooting gas SCADA system.
- Assists with utility locating.
- Loads and unloads meters, materials and other equipment.
- Maintains good housekeeping standards in meter shop and related facilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High School diploma or GED and minimum 4 years additional relevant work-related experience and or specialized meter/regulator training.

COMMUNICATION SKILLS

Ability to read, interpret and comprehend documents such as safety rules, operating and maintenance instructions and procedure manuals from the Department of Transportation and Public Service Commission. Ability to prepare routine reports and short correspondence. Ability to interact and effectively communicate with supervisors, co-workers, customers and public groups.

COMPUTER SKILLS

Ability to use Microsoft Office Suite (Microsoft Outlook, Word & Excel) as required to perform job tasks. This may include using software applications for email, word processing and spreadsheet applications. Also required to use Internet Explorer to navigate online Employee Self Serve webpage for personal payroll, benefit and employee information. Field employees may be required to use a laptop or other mobile device to complete service tickets, work orders and lookup GIS information.

MATHEMATICAL SKILLS

Ability to perform and/or solve routine mathematical calculations and problems. Ability to perform these concepts using basic high school mathematics such as addition, subtraction, multiplication, division, fractions, ratios, percentages, time, distance and weight measurement.

REASONING/COMPLEXITY

Ability to use some judgment to carry out instructions furnished in written, oral or diagram form to perform routine calculations, solve problems and organize information for reports.

PHYSICAL DEMANDS

Regularly required to stand; walk; use hands to seize, grasp or turn; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear. Required to regularly lift and/or move up to 50 pounds. Specific vision abilities include close vision and distance vision.

WORK ENVIRONMENT

Regularly works around natural gas, electricity, energized equipment, moving mechanical parts, and exposed to fumes, gases or airborne particles and chemicals, some of which may be hazardous. Frequently exposed to outside weather conditions, including wet and/or humid conditions, extreme cold and extreme heat. Occasionally exposed to high precarious places and confined spaces including attics, basements, crawl spaces and meter pits.

CERTIFICATES, LICENSES, TRAINING

Valid Alabama Driver's License; CPR/First Aid Certification; DOT Gas Pipeline Qualification; Alabama Grade I Water Certification must be obtained within one year and Gas Fitters Certification within 2.5 years of accepting position; Customer Service Skills and applicable safety training.

OTHER REQUIREMENTS

Available to work scheduled and unscheduled times to accommodate customer demands and emergency situations, including modified work schedules; able to work independently and be knowledgeable of streets and roads in DU's service area; subject to random drug testing and driver's license checks according to DU policies; wear DU provided uniforms and maintain neat and clean appearance for meeting public; and perform all job tasks in a safe and professional manner. Position subject to call duty rotation.

Note: This position will provide the opportunity for an employee to be promoted to the Measurement Technician II classification once they have demonstrated the necessary skills and knowledge required of that position. The recommendation for being promoted into the Measurement Technician II classification will be at the sole discretion of management. See Certification Requirements for additional information.

Approved By: Jimmy Evans	Date: 7.27.15
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Original on File in Human Resources