

## METER MECHANIC

**PURPOSE:** To perform work to repair, install, and test commercial and industrial gas meters, regulators, reliefs, water meters, and to repair gas detection equipment.

### FUNCTIONAL AREAS

1. Perform work to repair, install, and test commercial and industrial gas meters, regulator, reliefs, water meters, and to repair gas detection equipment.
  - \* A. Select proper temperature compensating units and install proper gearing and O-rings in gas meters.
  - \* B. Perform work to install and test diaphragms, orifices, springs and pilots of regulators and reliefs.
  - \* C. Perform work to rebuild and test gas reliefs.
  - \* D. Perform work to install diaphragms, springs, and set pressure in gas reliefs.
  - \* E. Perform work to install and maintain electronic counter for measuring gas and water usage.
  - \* F. Perform work to cut, fit, thread, and tap pipes and set gas pressure at work site.
  - \* G. Maintain and test rotary gas meters by oiling, differential testing, and install temperature compensated units, and O-rings.
  - \* H. Inspect gas meters for correct installation of piping, orifice sizes, pressure regulator and relief sizes.
  - \* I. Perform work to rebuild water meters and select proper chamber, impellers, gearing, and indexes.
  - \* J. Test water meters at work site and replace worn parts.
  - \* K. Repair, maintain and calibrate carbon monoxide, oxygen, and hydrogen sulfide meters and other gas detection device such as, combustible gas indicators.
  - \* L. Select proper sensors, filters and calibrate with correct percentage of gas or carbon monoxide and hydrogen sulfide for gas detection devices.
  
2. Perform related work as necessary.
  - \* A. Respond, evaluate, and act in accordance with established department and City policies and procedures to ensure the safety of self, property, and the public.
  - \* B. Perform duties related to property maintenance, such as moving and storing inventory.
  - \* C. Operate service vehicle.
  - \* D. Train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.
  - \* E. Prepare and maintain records and reports.
  - \* F. Attend required training sessions.
  - \* G. Perform water and gas service work
  - \* H. Investigate and process customer complaints and provide courteous service.
  - \* I. Perform other related duties as assigned.

### JOB REQUIREMENTS

1. Education and Experience
  - \*\* A. Two (2) years' experience as a Utility Service Journeyman with the City of Duluth.

2. License Requirement

- \*\* A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.

3. Knowledge Requirements

- \*\* A. Knowledge of the principles, methods, equipment, and materials used in the repair of gas meters, regulators, reliefs, and water meters.
- \*\* B. Knowledge of the principles of electricity and the methods of repairing electrical systems as they apply to remote instrumentation.
- \*\* C. Knowledge of applicable safety precautions and safe work methods.
- \*\* D. Knowledge of applicable State and City codes for plumbing.
- \*\* E. Knowledge of gas leak detection.
- \*\* F. Knowledge of gas-fired equipment including electrical systems.
- \*\* G. Knowledge of parts and equipment used in gas and water utility work.
- \*\* H. Knowledge of plumbing used in the installation and repair of water and gas service lines.
- \*\* I. Knowledge of OSHA, MNOPS, and AWWA regulations.
- \*\* J. Knowledge of computers used in telemetric monitoring and repair.

4. Skill Requirement

- \*\* A. Skill in diagnosing and repairing gas meters, regulators, reliefs, water meters, gas detection equipment, and automatic meter reading devices.
- \*\* B. Skill in using hand and power tools.

5. Ability Requirements

- \*\* A. Ability to read and understand factory specifications related to gas meters, regulators, reliefs, testing equipment, and water meters.
- \*\* B. Ability to read schematic drawings.
- \*\* C. Ability to diagnose electrical and mechanical malfunctions.
- \*\* D. Ability to plan and coordinate projects and work activities.
- \*\* E. Ability to train employees.
- \*\* F. Ability to develop and maintain effective working relationships with co-workers and the public.
- \*\* G. Ability to make air tests and flow tests on gas services.
- \*\* H. Ability to install and connect gas appliances.
- \*\* I. Ability to work outside year-round.
- \*\* J. Ability to work from ladders and scaffolds.
- \*\* K. Ability to work in confined spaces in compliance with OSHA regulations.
- \*\* L. Ability to lift, carry with assistance and position equipment weighing up to 100 pounds, such as gas meters.
- \*\* M. Ability to attend work on a regular basis.
- \*\* N. Ability to frequently kneel and stoop when working on equipment.

\* Essential functions of the job.

\*\* Job requirements necessary on the first day of employment.

HR: KG	Union: Basic	EEOC: Skilled Craft Workers	CSB: 20000905	Class No: 4208
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