

## Job Description

Position Title: **Gas Meter Technician**

Department: Gas Meter Department

Reports to: Supervisor in area of responsibility

FLSA Status: Non-Exempt

Revised: April 11, 2019

### **General Purpose**

Gas Meter Technicians works under the direction of Meter Foremen, Meter Supervisors and Meter Superintendents and performs physical activities in support of completing meter exchanges, meter support for construction crews, meter move outs and associated piping, meter testing and other related gas meter work.

### **Essential Duties/Responsibilities**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Meets client and operating company standards related to gas meter work in accordance with our core values
- Installs gas meters, regulators, piping and pipe fitting work with black iron pipe
- Performs change-out of existing gas utility meters and installs upgraded gas utility meters
- Performs gas leak repair including above ground meter sets
- Keeps legible hand-written accurate records including daily work logs and installation records
- Cleans and prepares meter worksites to eliminate possible hazards
- Monitors and maintains tools and equipment for proper use, storage, and upkeep
- Completes all work in an organized, timely manner, within standard operating procedure
- Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards and communicates abnormal working conditions to appropriate parties
- Assists crew leaders in construction/ reconstruction and maintenance work providing meter support
- Works safely around customer houses and private property, backhoes, excavators, and directional drills

### **Other Duties/Responsibilities**

- Performs other duties as assigned

### **Supervisory Duties (if any)**

- None

*Employees are held accountable for all duties of this job.*

### **Job Qualifications**

#### *Experience:*

- Plumbing and pipe fitting experience is preferred
- Previous experience working with underground utilities is preferred
- An equivalent combination of education and experience may be substituted on a year to year basis

#### *Additional Requirements/Licenses/Certifications:*

- Possession of a valid Driver's License is required
- Candidates must pass Motor Vehicle Record (MVR) as a requirement of the job and pass a pre-employment drug screen

**Education or Formal Training:**

- HS Diploma or GED   
  Associates/ Vocational \_\_\_\_\_   
  Bachelor \_\_\_\_\_

**Knowledge, Skills, and Ability:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Active Learning   | <input checked="" type="checkbox"/> Computer Skills          | <input type="checkbox"/> Confidentiality  |
| <input checked="" type="checkbox"/> Active Listening  | <input checked="" type="checkbox"/> Verbal Communication     | <input checked="" type="checkbox"/> Ability to Identify and Distinguish Colors  |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Ability to read/write    | <input type="checkbox"/> Systems Evaluation and Diagnostics                     |
| <input checked="" type="checkbox"/> Basic Mathematics | <input checked="" type="checkbox"/> Judgment/Decision Making | <input checked="" type="checkbox"/> Ability to Operate Machinery or Power Tools |
| <input type="checkbox"/> Advanced Mathematics         | <input checked="" type="checkbox"/> Basic typing skills      |   |
| <input checked="" type="checkbox"/> Measuring skills  | <input type="checkbox"/> Complex Problem Solving             |   |
| <input type="checkbox"/> MS Office Proficiency        | <input checked="" type="checkbox"/> Time Management          |   |

**Organizational Competencies (These competencies apply to every position in the organization):**

Trust	Respect	Accountability	Integrity	Teamwork	Safety
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**Leadership Competencies (These competencies apply to every Leadership position in the organization):**

People Development	Conflict Resolution	Results Oriented	Valuing Diversity/Differences
Negotiating and Influencing	Acts & Thinks Strategically	Sound Judgement	Emotional Intelligence

**Job-Specific Competencies (Select the Competencies as they apply to this position):**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Hazard awareness         | <input checked="" type="checkbox"/> Commitment to Quality                       |   |
| <input type="checkbox"/> Conceptual Thinking                 | <input type="checkbox"/> Creativity/Innovation                                  | <input checked="" type="checkbox"/> Highly motivated                                |
| <input checked="" type="checkbox"/> Effective use of Tools   | <input type="checkbox"/> Enables/Empowers Staff                                 | <input checked="" type="checkbox"/> Communicates Effectively                        |
| <input checked="" type="checkbox"/> Priority Setting         | <input checked="" type="checkbox"/> Job/Organizational Knowledge/Savvy          | <input type="checkbox"/> Leads change   |
| <input checked="" type="checkbox"/> Planning/Organization    | <input checked="" type="checkbox"/> Positive Attitude                           | <input checked="" type="checkbox"/> Flexibility/Adaptability to change              |
| <input checked="" type="checkbox"/> Problem Solving/Judgment | <input checked="" type="checkbox"/> Effective Decision Making/Decisive Action   | <input checked="" type="checkbox"/> Asks questions & remembers guidance             |
| <input type="checkbox"/> Assist Coaches/Counsels/Evaluates   | <input checked="" type="checkbox"/> Interpersonal skills/Building relationships | <input checked="" type="checkbox"/> Identifies opportunities and presents solutions |

**Working Conditions**

**Working Environment:**

- |   |  |  |   |  |
|---|--|--|---|--|
| <input checked="" type="checkbox"/> Heat    | <input checked="" type="checkbox"/> Indoor   | <input checked="" type="checkbox"/> Wildlife           | <input checked="" type="checkbox"/> Exposed utilities | <input checked="" type="checkbox"/> Elevated surfaces  |
| <input checked="" type="checkbox"/> Cold    | <input checked="" type="checkbox"/> Daylight | <input checked="" type="checkbox"/> Vehicle Traffic    | <input checked="" type="checkbox"/> Vibrations        | <input checked="" type="checkbox"/> Inside excavations |
| <input checked="" type="checkbox"/> Outdoor | <input checked="" type="checkbox"/> Dark     | <input checked="" type="checkbox"/> Fumes/Contaminates | <input checked="" type="checkbox"/> Noise             | <input checked="" type="checkbox"/> Uneven surface     |

**Physical Requirements:**

- Ability to LIFT  LBS from ground  
 Ability to LIFT  LBS to shoulder height

Ability to LIFT  LBS Above shoulder height

Description	Not at all	Occasionally 1 – 33%	Frequently 34 – 66%	Constantly 67 – 100%
Sit		X		
Stand		X		
Walk			X	
Run	X			
Jumping	X			
Twist/Turn		X		
Stoop/Bend			X	
Push/Pull		X		
Squat			X	
Crawl		X		
Kneel			X	
Climb stairs		X		
Climb in/out of machinery		X		
Climb elevated surfaces		X		
Balance				X
Drive			X	
Reach Above Shoulder		X		
Lift from ground			X	
Repetitive hand/wrist			X	
Forearm Rotation			X	

*Use of feet:*

Driving manual or automatic transmission ( hrs/day)       Operating machinery and various manual tools ( hrs/day)

*Hand movement:*

Simple grasping     Gross grasping     Fast manipulation     Fine manipulation     Use of machinery or tools  
(describe: industrial equipment  
and various manual tools)

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Peak Utilities Services Group and Subsidiaries are an Equal Opportunity/Affirmative Action Employer, Minority/Woman/Veteran/Disabled.