

## MEASUREMENT SERVICES SPECIALIST

### SUMMARY/PURPOSE

Record consumption data from gas and water meters. Install gas services and repair water and gas leaks. Repair, install, and test commercial and industrial gas meters, regulators, reliefs, water meters, and gas detection equipment. Perform skilled work related to the installation, maintenance, operation, and repair of regulated pressurized distribution systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Collect and record consumption data from gas and water meters.
2. Aerate and pump of utility access vaults.
3. Operate combustible, toxic, and oxygen detection equipment.
4. Select proper temperature compensating units and install proper gearing and O-rings in gas meters.
5. Install and test diaphragms, orifices, springs, and pilots of regulators and reliefs.
6. Install and maintain electronic counter for measuring gas and water usage.
7. Cut, fit, thread, and tap pipes and set gas pressure at work sites.
8. Perform inspections, installations, relocations, removals, and rebuilds of water meters, gas meters, gas meter loops, regulators, and reliefs.
9. Repair, maintain, and calibrate carbon monoxide, oxygen, and hydrogen sulfide meters and other gas detection devices such as combustible gas indicators.
10. Perform work to connect, disconnect, and remove overland gas lines.
11. Restore services or shut off services and inspect for leaks.
12. Conduct flow tests on service lines.
13. Diagnose the cause of distribution and transmission system equipment and control malfunctions.
14. Install, clean, repair, rebuild, test, and calibrate water and gas pressure regulators, reliefs, reducers, computerized pressure transducers, and related equipment.
15. Build and install temporary bypass systems to maintain gas or water services during a scheduled testing, installation, maintenance, or repair.
16. Ventilate and pump manholes, vaults, or other confined spaces, and monitor oxygen, H<sub>2</sub>S, and levels of those or any other hazardous gases in confined spaces.
17. Determine location of and operate water curb boxes and gas riser shut-offs.
18. Perform installations, troubleshoot, and make repairs to remote read systems.
19. Perform work to thaw water services as needed.
20. Perform work to install guards for gas services.
21. Perform gas leak survey work, troubleshoot hard-to-find gas leaks using flame ionization equipment, classify leaks, and light pilots and burners.
22. Test pipe and fitting/equipment and keep testing records per 192-OM and MOPS requirements.

### JOB REQUIREMENTS

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, skills, and abilities required.

1. Education & Experience Requirements
  - A. An acceptable combination of three (3) years of verifiable education and/or experience which demonstrates possession of the following knowledge, skill and ability requirements.
2. License Requirements

- A. Minnesota Driver's License or equivalent.
  - B. Acquire and maintain OQ (Operator Qualification) certification as required by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) within one (1) year of hire.
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. Extensive knowledge of the methods, equipment, and materials used in high-pressure plumbing, pipe fitting, and related trades as they apply to water and gas distribution.
  - C. Knowledge of construction work methods and procedures related to maintenance and repair of water and gas distribution systems.
  - D. Knowledge of the use, operation, and maintenance of pumps and compressors.
  - E. Knowledge of the use, operation, and maintenance of threading and tapping tools and machines.
  - F. Knowledge of the use, operation, and maintenance of fittings, valves and regulators and reliefs.
  - G. Extensive knowledge of applicable safety precautions and safe work methods.
  - H. Extensive knowledge of OSHA, PHMSA, MNOPS, and all applicable rules, laws, and regulations.
  - I. Knowledge of the use of computers and associated application software.
  - J. Knowledge of engineering blueprint drawings and/or schematics and electrical schematics.
  - K. Knowledge of troubleshooting, diagnosing, repairing, plumbing, electrical, of electronic and mechanical equipment related to the SCADA system, to include electronically controlled valves and gas regulation equipment.
  - L. Knowledge of microcomputer and programmable logic controller operation.
  - M. Knowledge of mercaptan.
  - N. Knowledge of math sufficient to calculate pressure, volume, flow, and related calculations based on principles such as Boyle's Law, the Ideal Gas Law, etc.
4. Skill Requirements
- A. Skill in diagnosing and repairing gas meters, regulators, reliefs, and water meters.
5. Ability Requirements
- A. Ability to complete assigned routes in a timely fashion.
  - B. Ability to accurately read and enter numerical figures.
  - C. Ability to read water and gas meters.
  - D. Ability to use proper discretion in carrying out job duties.
  - E. Ability to follow established safety practices and departmental policies.
  - F. Ability to follow oral, written, and diagrammatic instructions.
  - G. Ability to enter and retrieve information using a vehicle-based or hand-held radio transceiver and computer.
  - H. Ability to work independently, with minimal direct supervision.
  - I. Ability to establish and maintain good working relationships with co-workers and the public.
  - J. Ability to read maps and find locations within the City.
  - K. Ability to maintain orientation in large buildings.
  - L. Ability to learn sequenced numbering system.
  - M. Ability to convey information verbally and in writing.
  - N. Ability to note detail in numbers, addresses, and placement of objects.
  - O. Ability to keep a clean working environment.
  - P. Ability to maintain tools and equipment in a safe and proper working condition.

- Q. Ability to train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.
  - R. Ability to investigate and process customer complaints and provide courteous service.
6. Physical Ability Requirements
- A. Ability to walk and work outside year-round in all terrains and weather conditions.
  - B. Ability to see, hear, and smell.
  - C. Ability to occasionally stoop, crouch, and kneel.
  - D. Ability to use ladders to access meters in confined spaces.
  - E. Ability to work in confined spaces.
  - F. Ability to routinely lift and carry a hand-held radio transceiver and computer weighing up to five pounds, and to occasionally lift utility access covers above the retaining ring and pull the cover to expose the opening; covers weigh up to 100 pounds.

HR:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: