 **Utilities Metering Systems Technician Standard Job Description**

**Classification Title:** Utilities Metering Systems Technician

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 10

**Minimum Pay:** $22.84

**Job Description Summary:**

Utilities Metering Systems Technician, under general supervision, is responsible for assisting in the installation, maintenance and, troubleshooting of electric and water metering systems.

**Essential Duties and Tasks:**

**30% Installation and Maintenance of Metering Devices**

* Assists in the installation of electric metering devices that monitor chilled and heating hot water, domestic water, steam, and irrigation metering.
* Assists with the installation and setup of temperature sensors.
* Maintains up-to-date working knowledge of relevant regulatory issues and technological changes in the metering of utilities.
* Assists with the documentation of metering locations.

**20% Safety and Compliance**

* Contributes to a safe work environment by reporting accidents and unsafe working conditions.
* Uses proper personal protective equipment and follows safety procedures outlined in Material Safety Data Sheets.
* Participates in safety training to enhance workplace safety.

**10% Documentation and Record Keeping**

* Documents metering locations and maintains accurate records of installations.
* Updates and organizes documentation related to metering activities.

**10% Transportation and Logistics**

* Drives a university vehicle to different university locations to complete installation and maintenance tasks.
* Coordinates logistics for transporting tools and equipment to job sites.

**10% Skill Development and Training**

* Participates in training programs related to metering technologies and installation procedures.
* Engages in ongoing skill development to stay informed about industry advancements.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High School Diploma or equivalent combination of education and experience.
* Three years of experience in installation, maintenance, or repair of instrument rated digital electric or water meters, programming of electric or water meters, or other related experience.

**Required Licenses and Certifications:**

* Valid Texas Class C driver’s license or the ability to obtain one within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Hand Tools
* Electronic Testing Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders, stand for extended periods of time.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**