 **Master Utilities Metering Systems Technician Standard Job Description**

**Classification Title:** Master Utilities Metering Systems Technician

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 13

**Minimum Pay:** $30.21

**Job Description Summary:**

The Master Utilities Metering Systems Technician, under general supervision, is responsible for installing, maintaining, troubleshooting, and inspecting electric meters and water metering systems. Using metering software to setup meter parameters, download meter data, and integrate meters and sensors into meter PLC’s and meter software.

**Essential Duties and Tasks:**

**40% Installation and Setup of Metering Devices**

* Assists the Supervisor for Utilities Metering by ensuring that electric metering devices are installed and set up properly with the correct CT ratio, PT ratio, and system type.
* Installs all metering on medium voltage systems.
* Ensures chilled and heating hot water, domestic water, steam, and irrigation metering are installed with correct flows, pipe sizes, and ranges.
* Ensures temperature sensors are set up correctly.

**20% Maintenance and Repair of Metering Systems**

* Performs maintenance and repair of utilities metering components and systems.
* Monitors energy consumption in campus facilities, identifies metering errors, and observes metering performance.

**10% Coordination and Communication**

* Assists the Supervisor for Utilities Metering Systems with coordination activities with appropriate maintenance divisions and university customers.
* Maintains a working knowledge of current metering office initiatives.

**10% Training and Development**

* Assists with training of Metering System users and monitors utilization of the metering system.
* Verifies documented meter locations and provides IT Development with drawings to import into metering software.

**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.
* Seven years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of digital electrical or water metering.

**Machines and Equipment:**

* Electrical Technical and Maintenance Equipment
* Telephone

**Physical Requirements:**

* Ability to climb stairs and ladders.
* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* None

**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**