 **Supervisor, Utilities Metering Systems Standard Job Description**

**Classification Title:** Supervisor, Utilities Metering Systems

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 13

**Minimum Pay:** $37.76

**Job Description Summary:**

The Supervisor for Utilities Metering Systems, under direction, manages and maintains metering systems.

**Essential Duties and Tasks:**

**40% Supervision and Staff Management**

* Supervises assigned staff.
* Coordinates installation, maintenance, and repair/replacement of utility meters and peripheral components.

**20% Metering System Management**

* Manages and maintains metering systems throughout campus and the utilities and energy management production facilities that measure and monitor the consumption of electricity, chilled water, heating hot water, domestic hot water, domestic cold water, natural gas, and steam.
* Monitors metered systems for correct operation.
* Researches and analyzes metering problems in conjunction with the analytical services team to resolve and prevent customer service issues.

**10% Data Review and Process Improvement**

* Reviews and evaluates statistical data generated by work orders to present and discuss efficiency improvements, monitoring, installation, maintenance, repair, replacement, and related issues.
* Creates processes that streamline and enhance metering responsibilities.

**10% Control Maintenance and Management**

* Assists with control maintenance and management.

**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.
* Ten years of related experience in installing and maintaining electric meters, water flow meters, and transmitters, to include some related supervisory experience.

**Required Licenses and Certifications:**

* Valid driver's license or ability to obtain one within 30 days of employment.

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

* Ability to multitask and work cooperatively with others.
* Ability to communicate clearly and effectively to ensure understanding.
* Strong interpersonal and organizational skills.

**Machines and Equipment:**

* University Vehicle
* Computer
* Telephone
* Electrical Testing Equipment

**Physical Requirements:**

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

**Other Requirements and Factors:**

* This position will be subject to yearly motor vehicle record checks.

**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**

**No**

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

**Yes**

**No**