

**MAJOR FUNCTION**

This is skilled mechanical work supervising, overseeing, and participating in work involving repair, testing, and maintenance of meters/regulators in meter stations, regulator stations and gate stations in accordance with gas industry codes and regulations. The incumbent works under the supervision of the Superintendent-Gas Operations but exercises considerable independent judgment in performing duties and responsibilities. Work is reviewed by supervisor through reports and actions taken.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises subordinates and schedules work in all areas of gas measurement and regulation. Tests, assembles, inspects, calibrates, repairs all types of positive displacement meters and regulations as necessary. Checks charts of gas flow and pressure as scheduled. Keeps operating records and makes reports. Maintains inventory and orders supplies and parts for the meter shop. Changes and installs meters when required. Makes gas inspections in homes. Checks on high bills and investigates customer complaints. Checks on inside leaks reported by customers. Monitors the natural gas daily nominations for the entire City Gas distribution system. Inspects all pressure reducing stations/gate stations in accordance with prescribed schedules. Coordinates commercial taps with engineering firms and contractors. Recommends hiring, transfer, promotion or discharge of subordinate personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Maintains Public Service Commission and Department of Transportation records accurately and completely. Performs computer work for CIS orders. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the City Gas Code and Ordinances. Considerable knowledge of the departmental rules and regulations. Thorough knowledge of the methods and techniques utilized in maintenance and repair of meters. Considerable knowledge of the mechanical design, parts and operation of meters/regulators and with the tools used for testing and repairing. Considerable knowledge of all phases of natural gas measurements. Ability to keep records and to make periodic reports. Ability to plan, organize, supervise and inspect work of subordinates. Considerable Skill in the use of hand tools used in repair and adjustment of meters and regulators. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and three years of experience that includes testing, troubleshooting, repairing, adjusting and calibrating gas meters and operating other gas measurement devices, or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at time of appointment.

For designated positions allocated to this class and assigned to Underground Utilities must, possess at the time of application and maintain a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, as a condition of continued employment.

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