505 Downs Blvd., Franklin, TN 37064 Office: 615-794-7796 Fax: 615-591-9094 www.hbtsud.com

**Position: Meter Service Technician**

**Reports to:** Field Manager

**Primary Functions**

Maintain District’s Meter operations

**Specific Duties**

* Complete all duties related to the meter reading process. (Read, Recheck, Analyze, Import/Export, etc.)
* Maintain and facilitate repairs on meter reading hardware. (Gateways, MRX, Belt Clips, etc.)
* Troubleshoot meter issues that arise with customers.
* Perform the installation of new meters in existing applications and submit all applicable paperwork.
* Perform the change out process of faulty or damaged meters and submit all applicable paperwork.
* Oversee the inspection and inventory of temporary fire hydrant meters and facilitate rentals through the Operations Administrative Assistant and/or Office Manager.
* Administer meter accuracy tests and submit applicable paperwork for residential sized meters.
* Assist the District’s Leak Detection Specialist with large diameter meter accuracy testing.
* Carry out the responsibilities of a Field Technician as required. (See duties listed on Field Technician Job Desc.)
* Stay up to date with knowledge of latest meter technology.
* Performs other duties as assigned.

**General Requirements**

* A minimum of a high school diploma or GED required.
* Valid Tennessee driver license with clean MVR
* Organized and able to prioritize.
* Ability to communicate clearly and concisely, verbally and in writing.
* Complete knowledge of the safety and occupational hazards and safety precautions of the work.
* Ability to perform mathematical calculations accurately and quickly.
* Good working knowledge of Williamson County
* Ability to lift and/or carry up to 50 pounds.
* Ability to work with technology/computers and operation various software programs (MS Office, Cityworks, etc.)
* Conducts behavior in a professional manner at all times to positively reflect the District to all customers.
* Ability to work independently.
* Subject to standing, sitting, walking, climbing, bending, crawling, squatting, kneeling, and working in cramped and strained positions for long periods of time to perform job scope.
* Ability to work outside with frequent exposure to inclement weather, water, mechanical, electrical, chemical, and confined space hazards; offensive fumes; excessive noise; deep excavations;