



Porter Special Utility District

22162 Water Well Road

Porter, Texas 77365

Office: (281) 354-5922

Fax: (281) 354-5050

Job Title: Meter Technician
Starting Pay: \$16.00 - \$18.00/hour (DOQ)
Close Date: Open Until Filled

Introduction

Porter Special Utility District supplies water to approximately 17,650 people within its political boundary which currently consists of 5,828 residential and commercial connections, plus several wholesale connections. Spanning 22.5 square miles, the District lies within Montgomery County and is adjacent to the metropolitan area of Northeast Harris County. Several highways transverse the district giving it a diverse mixture of residential and commercial developments that are rapidly growing. With 19 full time employees the District operates and maintains 124 miles of water mains, 500 fire hydrants, 5 water wells, and 3 elevated storage tanks to deliver approximately 875 million gallons of water annually to our customers. Our facilities are managed through a SCADA control system and the District recently replaced all distribution meters with an AMI metering system.

Position Summary

Under direction of the Chief Plant Operator, the Meter Technician works closely with the customer service department to manage utility billing and metering operations. Primarily this involves troubleshooting operation of the AMI metering system, responding to customer inquiries, performing service connections and disconnections, replacing meter boxes, and repairing meter leaks.

Successful performance of this position requires a high level of organization and communication, as well as mechanical and technical aptitude. Communicates and cooperates with the Chief Plant Operator and Customer Service Manager frequently. Assists and participates in other duties in the District as needed. The Meter Technician is expected to consistently demonstrate a high moral character that is supportive of the District's functions and its personnel, and to always conduct themselves in a manner that is consistent with the best interests of the District.

Knowledge, Skills and Abilities:

- Ability to understand and follow verbal instructions and written procedures and instructions
- Ability to carry out all duties in a safe manner
- Ability to communicate in a positive and friendly manner and maintain good morale with coworkers and the public
- Problem solving skills and the ability to prioritize tasks
- Provide excellent customer service to District customers
- Perform inspections of meter service connections to ensure District standards are being maintained
- Prepare and submit work orders and various reports in a consistent and timely manner
- Perform service disconnections for delinquent accounts
- Investigate and repair leaking components in the service connections
- Troubleshoot meter

operations and replace meters, lids, and boxes as needed • Perform other duties and responsibilities as assigned

Examples of Duties:

- Operation of small and medium sized trucks, backhoe, mini excavator, water treatment plant equipment, pumps, and other tools and equipment
- Perform inspections of meter service connections to ensure District standards are being maintained
- Perform service disconnections for delinquent accounts
- Investigate and repair leaking components in the service connections
- Install and /or replace meter boxes and lids
- Troubleshoot meter operations and replace meters when necessary
- Use special equipment to obtain reads, program, and troubleshoot AMI meters
- Inspects and maintains vehicles and equipment as necessary and submits reports in a consistent and timely manner
- Prepares and submits work orders and various reports in a consistent and timely manner
- Complete other duties as assigned by the Chief Plant Operator or Operations Manager
- Performs repairs of various water distribution system components
- Surveys the District to identify and address deficiencies of the water system
- Troubleshoots and determines the source of water leaks
- Manages work orders through the use of a District smart phone or tablet
- Schedules work to be performed within specific time frames
- Evaluates the condition of equipment, tools, and vehicles to ensure they are in proper working order and being maintained
- Submits requests for purchases and ensures cost-effective field operation activities
- May respond to customer complaints and questions in a manner that promotes good will toward the District, and maintains good relations with the public, other District employees, vendors, and contractors
- Reads engineering drawings and plat maps in conjunction with water distribution projects

Education and/or Experience Requirements:

- High School diploma or equivalent required • Valid Class “C” Texas driver license required

Attractive Benefits Package:

- Health, Dental, and Vision Insurance for Employee (100% Paid by the District) • Health Insurance for Employee Dependents (80% Paid by the District) • Dental and Vision Insurance Available for Employee Dependents • 401k Retirement Plan • Paid Vacation Leave • Paid Sick Leave • 9 Paid Holidays

Additional Information:

This job description is not intended to list every function of the position, does not constitute an employment agreement, and is subject to change.

To ensure the safety of the public and reduce the risk for loss, background and drug/alcohol screenings are completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, education and employment verification, motor vehicle record check, and/or credit report check.

Interested applicants should submit an application to Human Resources: employment@portersud.com. Applications are available on our website: www.portersud.com, and at the District's Office located at 22162 Water Well Road. Resumes may also be submitted but will not be accepted in lieu of a completed application.

Porter Special Utility District is an Equal Opportunity Employer.

Porter Special Utility District
Internal & External Job Posting