

# The Consolidated Water Supply Corporation

## JD – METER TECHNICIAN

**RANGE: \$17.07-\$26.23**

<b>Department:</b>	Operations	<b>Release Date:</b>	03/05/2025
<b>Reporting to:</b>	General Manager	<b>Version:</b>	02

### Purpose

The purpose of the Meter Technician is to manage, maintain and improve the meter reading and asset management process. This role ensures accurate and reliable metering operations, supporting critical infrastructure, business management operations and customer service. Pay is commensurate with experience, skill, and productivity.

### Requirements

- Required high school diploma or equivalent.
- Required Class C driver's license and an excellent driving record.
- Required experience in meter reading, data management or similar roles.
- Preferred 5 years' experience working in water operations or construction.
- Preferred TCEQ Class C water operations license.
- **Safety-sensitive** position responsible for the proper storage and handling of hazardous materials. Pre-employment and random drug screening is required.

### Responsibilities

#### Primary Duties

- Read meters via Automated Meter Reading (AMR) and manual methods.
- Transfer files between the billing system and the meter reading system.
- Analyze usage trends to prioritize meter change-outs.
- Test meter accuracy, troubleshoot unusual readings, and perform meter data extractions.
- Disconnect, reconnect, and remove meters.
- Prioritize and efficiently conduct meter replacements.
- Provide technical support and training to staff on meter reading systems.
- Independently investigate meter system anomalies by directly contacting meter technical support.
- Learn and apply new technology, including GNS use for GIS tracking of system assets.
- Cross-train to support and back-up GIS technician.
- Other duties as assigned to ensure superior product and service quality.

#### Physical Demands

- Work outdoors in all weather conditions.
- Safely use hazardous equipment and chemicals.
- Requires frequent physical effort, including standing, bending and reaching on wet and unlevel ground.
- Requires safe lifting and moving of items weighing up to 50 pounds.
- This position may be required to participate in an on-call maintenance rotation during peak demand times or staff shortages.
- This position supports critical infrastructure, requiring the ability to respond to service emergencies and natural

### Knowledge, Skills & Abilities

- Reading, writing and math.
- Excellent recordkeeping, time management, attention to detail and troubleshooting ability.
- Moderate computer navigation skills and ability to learn and apply online and live instruction.
- Must possess strong ethics and personal accountability.
- Ability to safely drive for long periods and lift up to 50 pounds.
- Ability to pass a background check.
- Ability to effectively communicate at all levels, internal and external to the company.