CLASS TITLE: Supervising Gas Meter Inspector

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises subordinate inspectors engaged in testing gas meters; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises and reviews the work of subordinate gas meter inspectors; consults with gas company staff to determine the number, type and location of meters to be inspected; prepares daily work schedules based on inspections to be performed; trains and instructs new departmental personnel in inspection methods and procedures; supervises the performance of meter accuracy tests; approves or rejects meters based on guidelines and regulations; supervises, inspects and participates in the recording of all meter readings; prepares daily and monthly reports on meters tested; may explain or resolve inspection problems or discrepancies to property owner or manager.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in the inspection of gas meters, or an equivalent combination of training and experience.

A valid State of Illinois driver’s license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

Knowledge, Abilities, and Skill. Considerable knowledge of metering devices. Considerable knowledge of departmental rules and regulations. Considerable knowledge of the codes and regulations governing the operation and maintenance of gas meters.

Ability to plan, assign and supervise and inspect the work of subordinate personnel. Ability to work effectively for and with the public. Ability to prepare and maintain records and reports.

Considerable skill in the testing and inspection of metering devices. Considerable skill in interpreting and explaining applicable codes and regulations. Good oral and written communications skills.

December, 1990

(Driver’s license added-December, 2004)