



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to perform skilled maintenance work related to the installation and repair of natural gas utility lines, meters, regulators, and related equipment.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Investigates activities involving customer service; investigates complaints and responds to emergency calls regarding live gas line breaks, potential gas leaks, and high gas consumption; conducts leak surveys; locates/identifies leaks and evaluates/classifies leak severity; initiates appropriate action to ensure problem resolution, to include making necessary repairs when possible; prepares reports of leak status/results; investigates customer complaints and researches problems.
- Performs skilled, semi-skilled, and manual tasks associated with gas utility installation/maintenance projects, which may include locating gas mains and service lines, installing gas service lines, repairing leaks and broken gas lines, installing gas meters and regulators, turning on gas meters, lighting pilots, testing/setting regulators, tarring/wrapping metal pipe for corrosion control, tapping live gas mains, inserting existing gas services with plastic piping, repairing plastic services, maintaining gas valves, removing/installing meters, testing/maintaining electronic meters, terminating unused service lines, cutting and threading pipes, fusing plastic pipes, performing basic and advanced pipe fitting, pouring concrete, paving and packing asphalt, repairing streets and sidewalks with crush run and/or cold path material, painting gas pipes, repairing damaged equipment, raking/sweeping ground surfaces, digging holes/trenches, shoveling materials, lifting/moving heavy materials, or flagging traffic.
- Conducts testing, takes readings, and records various data; inspects safety of gas services and appliances; reads gas meters and records gas usage; performs pressure tests and makes inspections; tests and sets pressure regulators; changes charts on pressure recorders; maintains and tests cathodic protection system; maintains electrical rectifiers for cathodic protection; attaches new anodes to cathodic protection system; attaches jumper wire to gas mains for cathodic protection; reads multimeter to obtain cathodic protection readings.
- Maintains odorizer station; reads odorant levels, refills odorant tanks, and replenishes odorizer system.
- Assists in providing training and guidance to other employees; assists in organizing and monitoring work in progress.
- Operates Peak Shaving Plant and Propane Air Plant; starts up and brings plants on-line; maintains operational readiness of plants.

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- Operates a variety of equipment, machinery, and tools used in department projects and activities, which may include a service truck, dump truck, backhoe, trencher, jackhammer, air compressor, dirt tamp, asphalt tamp, propane air plant, peak shaving plant, mower, weed eater, grinder, drill, welding machine, plastic welder, generator, saw, pick ax, shovel, rake, post hole digger, plastic cutter, pipe cutter, pipe threader, pipe wrench, valve wrench, valve detector, pipe locator, flame ionization unit, combustible gas indicator, gas tracker, metal detector, grease gun, vise, fire extinguisher, meters, gauges, mechanic tools, hand tools, measuring devices, pipe horn locator, flame ionization unit (Flame Pack), combustible Gas Indicator, (C.G.I.), Gas Tracker, odor meter, traffic control signs/devices, or radio communications equipment.
- Coordinates projects and work activities with those of other departments, contractors, other utilities, outside agencies, or others as needed; works with contractors regarding location of gas mains and service lines; inspects pressure tests for contractors; works with other maintenance personnel as needed.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, replacing parts, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Maintains adequate inventory on vehicles and in warehouse of equipment, tools, and supplies to conduct work activities; conducts annual inventory counts of goods on vehicles and in warehouse.
- Transports, loads, and unloads various equipment and materials used in projects or at work sites.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Prepares or completes various forms, reports, correspondence, leak surveys, odorant tests, gas leak reports, pressure recorder charts, meter change-out reports, out-of-service tags, customer notice cards, vehicle inspection reports, diagrams, or other documents.
- Receives various forms, reports, correspondence, work orders, pressure recorder charts, excess flow valve forms, vehicle maintenance reports, blueprints, maps, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.
- Communicates with supervisor, employees, other departments, customers, fire/police personnel, Department of Transportation, other utilities, contractors, inspectors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Provides emergency or on-call response to service calls after hours, on weekends, or on holidays. The employee in this position is required to live within a reasonable response time of the Natural

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Gas Department as determined by the Department Head as long as response time does not exceed thirty minutes.

- Attends various meetings; serves on committees as needed.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School Diploma or GED; Requires one year of previous experience with gas utility installation/repair, basic pipe fitting, and general maintenance work; or any equivalent; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to: bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; extreme noise levels; animals/wildlife; vibration; fumes and/or noxious odors; traffic; moving machinery; electrical shock; heights; exposure to radiation; disease/pathogens; toxic/caustic chemicals; explosives; violence; and exposure to other extreme hazards not listed above.

Special Certifications and Licenses:

Commercial Driver's License Class A

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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City of Americus, GA

Title: Gas Utility Service Technician
Class Code: 8103



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By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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