



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to perform maintenance work involving installation and repair of natural gas utility lines, meters, regulators, and related equipment, as well as assist with the bi-weekly cut-off list.

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.

- Performs skilled, semi-skilled and manual tasks associated with gas utility installation/maintenance projects, which may include installing gas service lines, repairing leaks and broken gas lines, lighting pilots, installing/replacing gas regulators, tarring/wrapping metal pipe for corrosion control, tapping live gas mains, conducting fusion on plastic gas pipe and fittings, maintaining gas valves, installing/replacing meters, attaching anodes to mains/services, performing insertion on old services, terminating unused service lines, cutting and threading pipes, fitting metal pipes together, applying herbicides around gas systems, pouring concrete, paving and packing asphalt, repairing streets and sidewalks with crush run and/or cold path material, 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; reads gas meters and records gas usage; performs pressure tests and makes inspections; changes charts on pressure recorders; attaches jumper wire on gas mains for cathodic protection; reads multimeter to obtain cathodic protection readings.
- Responds to complaints and 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; prepares reports of leak status/results; investigates customer complaints and researches problems.
- Operates a variety of equipment, machinery and tools used in department projects and activities, which may include a service truck, dump truck, trencher, jackhammer, air compressor, dirt tamp, asphalt tamp, mower, weed eater, pick ax, shovel, rake, post hole digger, plastic cutter, pipe cutter, pipe threader, pipe wrench, valve wrench, valve detector, flame ionization unit, combustible gas indicator, grease gun, vise, meters, gauges, mechanic tools, hand tools, measuring devices, traffic control signs/devices, or radio communications equipment.
- Transports, loads, and unloads various equipment and materials used in projects or at work sites.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles,

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.





JOB DESCRIPTION

checking fluid levels, replacing fluids, 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.
- Practices start-up and shut down of Peak Shaving Plants.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; flags traffic on/around job sites; attends safety meetings as required.
- Prepares or completes various forms, reports, correspondence, gas leak reports, pressure recorder charts, meter change-out reports, out-of-service tags, customer notice cards, vehicle inspection reports, or other documents.
- Receives various forms, reports, correspondence, work orders, pressure recorder charts, vehicle maintenance reports, 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, 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 Gas Department as determined by the Department Head as long as response time does not exceed thirty minutes.

ADDITIONAL FUNCTIONS

- Performs tasks involving grounds maintenance and building maintenance, which may include mowing grass, cutting weeds, maintaining landscaped areas, spraying herbicides, picking up trash/debris, washing vehicles, painting surfaces, or cleaning warehouse areas; performs other related duties as required.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires a High School diploma/GED; Requires one year of previous experience operating heavy equipment; 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.

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.



City of Americus, GA

Title: Gas Utility Worker
Class Code: 8106



JOB DESCRIPTION

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.

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: _____

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.

