



Maintenance (Utility) Worker – Gas

SALARY RANGE

\$16.00 – \$19.00 per hour

FSLA:

Non-Exempt

GENERAL SUMMARY:

Under general direction, performs, manual labor. Uses tools and equipment required to maintain, repair, and construct gas lines, install/replace gas meters and related appurtenances. Requires specialized knowledge of response to gas leak complaints and Railroad Commission guidelines. May be required to perform routing maintenance and repair duties in other municipal utility departments. Range of duties subject to change depending on federal, state, and city mandates.

SUPERVISION:

Under the general supervision of the Water/Gas Crew Leader. Must show independence and control. It is essential to be self-motivated and have initiative to carry out job duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All behaviors comply with the City's Personnel Policies and Procedure Manual. Adheres to the assigned work schedule.
- Must comprehend and adhere to the Gas Operating Maintenance and Inspection Plan.
- Operate a variety of equipment including trucks, air compressors, circular saws, jackhammers, electric drills, and other similar equipment and machinery in repairing and installing gas pipes.
- Utilize a variety of hand and power tools; assist in routine maintenance of such equipment; assist with collection and cleaning of tools and materials after utilization.
- Provide support to assist division staff in the completion of their duties and responsibilities.
- Inspect equipment fluid levels including oil, fuel, water, and transmission fluid; refill fuel as needed; and report the need for repair.
- Assist with excavation projects by using manual labor not limited to shoveling by hand, and using probing rods to locate leaks and utility line.

- Complete daily work log and work orders as required by appropriate division staff member.
- Adhere to safety regulations including wearing appropriate clothing, erection proper barricades and signage and using proper equipment and materials as assigned.
- Inspect, diagnose, and repair failures in gas meters, lines and mains.
- Setup or assist with setting up traffic safety zones as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Identify and collect equipment needs for each assigned site; stock truck with materials and supplies as required.
- Answer questions and provide information to the public as necessary including notifications of utility construction and emergency work.
- May repair fences as assigned; cut or trim vegetation as requested including trimming trees; mowing; weed eating; remove and transport a variety of debris.
- Responsible for satisfactory resolution of customer complaints, including but not limited to meter accuracy.
- Continue to receive training as required.
- Respond to emergency situations as required including hazardous and severe weather conditions; work on-call.
- Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS:

EDUCATION

Requires a High School Diploma/GED

EXPERIENCE

Six (6) months experience in general labor operating motorized equipment or hand tools similar to that used in natural gas distribution.

LICENSES AND CERTIFICATES

Must possess a valid driver's license.

Certified to weld poly pipe after one (1) year of employment.

OQ certified to City's policies after three (3) years of employment.

COMPETENCIES:

An employee's performance will be evaluated on seven competencies.

- Communication
- Quantity/Quality of Work
- Teamwork
- Initiative/Motivation
- Planning/Organizing
- Safety

- Dependability/Attendance

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Uses of purposes of general construction and maintenance of tools and equipment.
- Proper safety precautions related to all work performed.
- Methods, techniques, and procedures related to an assigned area of responsibility. Proper safety precautions related to all work performed.
- Purposes and uses of a variety of vehicles, equipment, electrical tools, and hand tools including motorized hydraulic equipment.

Skill in:

- Operating and using hand tools, mechanical equipment, power tools, and other equipment required for projects in a safe and efficient manner.
- Using various types of manual and electrical tools.

Ability to:

- Work on-call after six (6) months to one (1) year of training.
- Learn City and departmental policies and procedures.
- Learn how to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Learn the Gas Operating and Maintenance and Inspection Plan.
- Learn the Railroad Commission guidelines.
- Maintain assigned equipment and associated parts including verifying fluid levels.
- Use of oral communication clearly and concisely.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending, and twisting.
- Complete paperwork as required (work logs and work orders as example).
- Read field maps and street maps.
- Work effectively in the absence of supervisor.
- Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver's license check, and employment verification check.
- Meet City's driving standards.

WORK HOURS:

- Normal work hours Monday thru Friday 7:00 a.m. – 4:00 p.m.
- Holidays and weekends as required by supervisor.
- On-call (after hours) as necessary.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Activity	Not at all	Rare	Occasional	Frequent	Continuous
Bend/Stoop				X	
Twist at waist				X	
Squat				X	
Crawl			X		
Climb				X	
Reach above Shoulder				X	
Crouch				X	
Kneel				X	
Balance		X			
Push/Pull				X	
Work outside in all conditions					X
Work in confined spaces			X		
Work at heights ≥ 3 feet				X	
Operate machinery				X	

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

Lifting Activity	1-10 lbs.	11-24 lbs.	25-50 lbs.	51-100 lbs.	101+ lbs.
Floor – Waist	F	F	F	O	R
Waist – Overhead	F	F	O	R	R
Carry	F	F	F	F	O
Push/Pull	F	F	F	O	O

Hearing acuity:	N/A ___ Average X ___ Low ___
Visual acuity:	N/A ___ Average X ___ Low ___
Manual dexterity	N/A ___ Average X ___ Low ___

Percent of time spent:	
Standing	80%
Sitting	10%
Walking	10%

Name: _____

Signature: _____ Date: _____

(Must complete a 6-month probation period.)