

City of Lake City, FL

Classification Description

Classification Title: NATURAL GAS LOCATE TECHNICIAN
Department: NATURAL GAS

Pay Grade: ~~7~~-3
FLSA Status: Non-Exempt

General Description

This is skilled work related to the City's Natural Gas distribution system. This position requires the ability to locate Natural Gas mains and service lines throughout the distribution system. The work is performed under the direction of the Natural Gas Superintendent.

Nature of Work

Essential Functions:

- Marks location of pipe and provides information to the public and contractors who will be excavating around the mains, services and meters in the Lake City Natural Gas Distribution system.
- Prepares records and compliance paperwork.
- Must be knowledgeable of the Florida requirements of the Sunshine One Call system and laws that apply.
- Works with other agencies or engineers who are planning activities which will affect existing gas lines.
- Assists in updating GIS records for mapping, completeness and accuracy for the Natural Gas Distribution pipeline
- Responsible for checking all record drawings submitted for their completeness and accuracy.
- Must be able to meet the minimum qualifications for the Natural Gas Technician I, II, or III.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines. Uses computers for word processing. Uses or repairs small/light equipment that are used in the daily operations of location Natural Gas Pipelines.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision,

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guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of customers or employees of organization;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; and
- Ability to deal with problems involving several concrete variables in standardized situations.

Minimum Qualifications: High school diploma or General education degree (GED); and two (2) years of related experience and/or training in the maintenance, operation, construction of gas line installations and maintenance, or equivalent combination of education and experience. Must- be able to obtain valid Florida Class "B" Commercial Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Standing
- Walking
- Talking
- Acceptable hearing (with or without hearing aid)
- Reaching
- Sitting
- Feeling
- Climbing
- Balancing
- Stooping
- Kneeling
- Crouch
- Crawl
- Heavy (up to 50 pounds) lifting and carrying
- Acceptable eyesight (with or without correction)

Environmental Conditions:

- Works outside under various weather conditions
- Exposed to wet/humid conditions and moving and mechanical parts
- Exposed to fumes and air-borne particles
- Works with vibrations

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- Works in moderate noise levels
- Works below ground where trench boxes may be required/confined spaces
- Because of the presence of congruent utilities (i.e. sewer) the exposure to raw sewage is possible, a series of Hepatitis shots must be completed

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date