

City of Lake City, FL

Classification Description

Classification Title: NATURAL GAS TECHNICIAN III
Department: NATURAL GAS

Pay Grade: ~~8~~-6
FLSA Status: Non-Exempt

General Description

This is skilled work related to City's natural gas distribution system. Work is performed under the general direction of a Natural Gas Superintendent.

Nature of Work

Essential Functions:

- Operates and performs maintenance on motorized equipment incidental to completing assignments (trucks, back- hoes, ditch witch, compactors, generators, valve exercisers, tapping machine, etc.) in a safe and efficient manner.
- Participates in such activities as digging trenches for installation, maintenance, repair or replacement of all City owned natural gas distribution system and their respective components.
- Performs the installation, maintenance, repair, or replacement of all respective components throughout the Natural Gas System providing customer support services
- May assist or perform the locating of existing natural gas transmission distribution system and respective components (i.e. mains, service laterals, valves, meters, etc.)
- Inspects, repairs, or otherwise replaces mains, service laterals, valves, meters, etc. within natural gas distribution system.
- Must be able to respond to emergency call-outs in order to make the necessary repairs to any section of the natural gas distribution system or it's respective components (i.e. mains, service laterals, valves, meters, etc.)
- Transports supplies, tools, and other materials as needed to and from job sites.
- May assist in verifying record drawings (i.e. as builds) for accuracy, meter/valve placement, size, dimension, and material of mains and service laterals etc. on new development to make sure they meet code/standards.
- Leads Natural Gas Technician I and II with assignments, to provide effective leadership under the direction of the Natural Gas Supervisor.
- Must be able to assist the Natural Gas Superintendent with the coordination of all work assignments.

NATURAL GAS TECHNICIAN III

- Must be able to possess and apply the necessary technical knowledge and leadership skills required for the progression of becoming a Natural Gas Superintendent.
- Must be able to assist the Natural Gas Supervisor as a Utility Department liaison for the City's Electronic Mapping Systems (EMS) Map Viewer software; uses and technically supports Survey Grade Global Positioning System (GPS) equipment used to locate/identify land-base monumentation and utility assets; manages utility data through reviewing quarter section maps, right-of-way maps, valve books, and other documentation to verify the accuracy of the data; maintains Quality Control and Quality Assurance (QA/QC) for Gas As-Builts.

(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 computers for data entry. Uses or repairs small/light equipment, such as power tools. Supervises or uses medium/heavy equipment and machinery, such as vehicles or construction equipment (backhoe, trenchers, boring etc).

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, 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:

- Knowledge of the operation, maintenance, and repair of natural gas distribution system and respective components;
- Knowledge of methods, materials, equipment, and techniques used for the maintenance of existing natural gas distribution system as well as future extensions;
- Thorough working knowledge of Federal Department of Transportation and Florida Public Service Commission rules and regulations and, as it applies to the construction and maintenance of a large natural gas distribution system;
- Skill to use and operate all standard mechanical tools/power tools/heavy equipment (i.e. ditch witch, tapping machines, locators, back-hoes, excavators etc.); and
- Ability to establish and maintain satisfactory relationships with the general public and other employees.

Minimum Qualifications: High school graduation or possession of an acceptable equivalency diploma. Five (5) years experience in the installation, maintenance, and repair natural gas distribution system. Must possess a valid Florida Class "B" Commercial Driver's License. Must complete Operator Qualification Modules. Must possess Advanced Work Zone Traffic Control Certification. Must complete City approved supervisory training courses.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth perception
- Distinguish colors
- Driving
- Climbing, Walking, Standing, Bending
- Tasting, Smelling

Environmental Conditions:

- Works inside/outside in various weather conditions such as but not limited to: noise, chemicals, dust, fumes, gases, solvents, grease or oils, slippery surfaces, uneven surfaces, electrical energy, and odors
- Works in roadways where vehicle traffic hazards exist and often utilities are placed
- Works below ground level 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