

TITLE: Gas Service Worker

PG: GI

DEPARTMENT: Public Utilities

REPORTS TO: General Supervisor – Natural Gas

REVISION DATE: JUNE 2015

PURPOSE OF POSITION:

The purpose of this position is perform semi-skilled work assisting in the construction, repair and maintenance of gas utility lines and related fixtures involving the use of specialized tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists in the repair, replacement, and installation of gas utility lines, meters, regulators, and related facilities.
2. Fits taps and assists with pipe welding.
3. Responds to and investigates gas leaks.
4. Digs trenches by hand or machine.
5. Stocks truck with materials and supplies.
6. Makes minor repairs to tools and equipment.
7. Loads and unloads trucks.
8. Performs a variety of routine maintenance tasks such as grass mowing, painting, general cleaning, etc.
9. Operates a variety of construction and specialized equipment required including backhoe, compact loader, compact excavator, dump truck, utility truck, ditch witch, boring machines, jackhammers, tamper, and related equipment.
10. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
11. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

- High School Diploma/Equivalent, with one (1) year of recent work experience in equipment operation or utilities experience; or an equivalent combination of education and experience.
- Must have a valid, appropriate driver's license.

SPECIAL REQUIREMENTS:

- Must successfully complete Operator Qualification training administered by the Gallatin Natural Gas Department within 6 months of hire/promotion into the class, and must retain qualification throughout employment in order to work on the City of Gallatin's natural gas system.
- This position is subject to DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the maintenance, repair and manual tasks in gas utility work.
- Knowledge of the use of common hand and specialized power tools required in the work.
- Knowledge of the safe use and operation and preventive maintenance of mechanical equipment required in the work.
- Skill in the use of equipment to which assigned.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions.
- Ability to be contacted by phone in case of emergency.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, other department heads and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.

- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, walking, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.