



JOB DESCRIPTION

Gas Systems Specialist

Date Prepared: March 2014

Class Code: 8215

SUMMARY: Under general supervision, performs semi-skilled work associated with the operation, maintenance, and construction of the City's gas distribution system.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates, maintains and repairs the City's gas distribution system; provides technical expertise related to gas systems.
- Directs, trains, instructs, and guides other employees in all aspects of pipeline construction work.
- Inspects work of employees and contractors to ensure work is completed properly, safely and within compliance; inspects all excavations to ensure compliance with regulations and safety procedures.
- Makes temporary and permanent repairs; cuts, threads, and prepares pipe for welding and fusing; tests completed joints and applies protective coatings.
- Prepares written reports utilizing spreadsheets and word processing programs and complete related paperwork, forms, and documentation; responds to Dig-Alert tickets; extracts information and updates records and databases.
- Advises superintendent of any defective materials or materials needing to be ordered.
- Downloads meter data to customer service department.
- Generates work orders for maintenance and compliance work.
- Provides general feedback to the superintendent as required.
- May assume the role of the superintendent in his or her absence.
- Inspects all tools and vehicles to verify they are clean and safe to operate; makes arrangements for or notifies supervisor of necessary repairs or cleaning.
- Maintains regulator stations and pressure recorders; maintains and calibrates customer meters and regulators.
- Conducts load surveys for meter sizing; prepares and provides cost estimates.
- Patrols transmission and distribution lines and inspects valves.
- Provides as-built drawings and updates history of gas service lines and mains.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Four years of experience in natural gas operations and pilot loaded regulators and regulator stations.

Knowledge of:

- City policies and procedures.
- City's gas department infrastructure.
- Customer service and public relations methods and practices.
- Department of transportation rules, regulations, and requirements.
- Emergency response and first-responder procedures and other safety, environmental compliance rules, requirements, and regulations including Cal-OSHA and Pipeline Hazardous Materials Safety Administration.
- Installation, repair, and maintenance on pipeline facilities including working with pilot loaded regulators and regulator stations.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Collecting and analyzing data, and making appropriate recommendations.
- Communicating effectively verbally and in writing.
- Establishing and maintaining cooperative working relationships with others.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Managing projects.
- Operating a personal computer utilizing standard and specialized software.
- Operating a variety of equipment and tools used in the repair and maintenance of pressurized gas pipelines.
- Organizing, planning, coordinating, delegating, and controlling the activities others.
- Working effectively with others to develop solutions for problems.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License and Energy World Net Operators Qualification (OQ) and Plastic Fusion certification required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and in internal and external environments throughout the City, with possibility of exposure to hazardous materials.