



JOB DESCRIPTION

Gas Systems Technician

Date Prepared: March 2014

Class Code: 8220

SUMMARY: Under basic supervision, performs routine, 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:*

- Assists the Gas Systems specialist in the operation, maintenance, and repair of the City's gas distribution system.
- Performs routine field service work on the City's gas systems; conducts leak surveys as assigned.
- Responds to various service calls and incidents; may work alone during "on-call" situations.
- Prints and responds to Dig Alert tickets; responds to e-mails; up-dates tools/calibration log; extracts information and inputs data into computer systems.
- Uses computer to update records and advises supervisor of any materials need to be ordered.
- Downloads meter data to customer service department.
- Digs and back-fills excavations using manual and/or powered tools and equipment.
- Makes temporary and permanent repairs; cuts, threads, and prepares pipe for welding and fusing; tests completed joints and applies protective coatings.
- Stocks inventory supplies; inspects tools and City vehicles to ensure they are clean and in safe working order; reports deficiencies to supervisor as necessary.
- 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.
- Assists in maintaining regulator stations and pressure recorders; assists in maintaining and calibrating customer meters and regulators.
- Assists with pipeline patrol of transmission and distribution lines; inspects valves for problems.
- 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:

Two 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.
- Basic 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:

- Communicating effectively verbally and in writing.
- Establishing and maintaining cooperative working relationships with others.
- 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.
- 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.