
City of DeFuniak Springs – Natural Gas Technician

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Utilities
REPORTS TO: Utilities Superintendent

JOB SUMMARY:

This position is responsible for performing general and preventative maintenance work, repair, and construction of the city's natural gas system.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Repairs gas leaks.
- Takes readings and changes charts from main stations.
- Assists in planning, reviewing, and implementing the maintenance programs for the natural gas system.
- Installs new mains and services.
- Conducts leak surveys.
- Assists with maintain regulator stations.
- Checks odorization points.
- Takes cathodic protection readings and records readings on appropriate forms.
- Locates utility lines and makes necessary repairs.
- Operates equipment for installations.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public relations and communications principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of state and federal regulations affecting a natural gas utility.
- Knowledge of principles, practices, techniques, skills and training regarding natural gas.
- Knowledge of all codes, requirements, and regulations of natural gas distribution, gas piping infrastructure, service taps, metering and gas equipment and building installation.
- Knowledge of the operation of leak detection equipment.
- Knowledge of line locating and equipment.
- Knowledge of PE pipe welding and testing procedures.
- Skilled in establishing and maintaining effective work relationships and communicating in a positive and respectful manner with City staff, officials, other government and private agency officials, and the general public.
- Skilled in the operation of light, moderate and heavy motorized equipment.
- Skilled in dealing with customers and able to handle stressful situations.
- Skilled in organization, including attention to detail.
- Ability to perform manual labor in all weather conditions.
- Ability to perform in hazardous conditions and around public roadways.
- Ability to work in confined spaces.
- Ability to demonstrate flexibility and cooperative attitude when faced with change.
- Ability to be flexible and change job priorities at a moment's notice.
- Ability to communicate effectively verbally and in writing with staff, City Officials, and the public.
- Ability to work harmoniously with a diversity of individuals both inside and outside the City offices.

- Ability to operate motor vehicle to drive to training centers or various departments as necessary.
- Ability to travel occasionally for meetings, training, or career development.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Required Qualification(s):

High school diploma or GED obtained. Drive license required.

Preferred/Desirable Qualification(s):

Two (2) years experience in installation and maintenance of natural gas or propane gas systems or related field. Prior governmental experience.

Special Requirement(s):

May require additional licenses and certifications such as Class A CDL and Maintenance of Traffic (M.O.T.) Certification. CPR certified or ability to obtain certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

Required to operate a vehicle and/or equipment. Tasks involve the intermittent performance of physically demanding work, typically involving some combination of climbing ladders, reaching, bending, kneeling, crouching, standing and making continuous hand/arm movements. Sufficient vision and hearing to safety and accurately perform essential functions (with or without correction) is required. Works at heights (up to 70 feet). May work in strong odors. May also require lifting, carrying, pushing or pulling of objects and materials weighing 20-50 lbs. Must be available to work night, weekend, and holiday shifts. On night, weekend, or holiday shifts as assigned, may be required to work alone. On such assignments, within established policies and procedures, incumbents of this class are expected to work with considerable initiative and independent judgement in identifying and taking corrective action on the more routine problems.

Work Environment:

Works outside with exposure to extreme weather conditions such as heat, sun, cold, wind, rain, storms, etc. Exposure to mosquitoes, flies, bees, and other pests is also common. Exposure to normal traffic hazards. Works often in close proximity to moving vehicles/equipment.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____