

## DAPHNE UTILITIES, ALABAMA CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:            GAS UTILITY SYSTEMS WORKER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform maintenance work involving installation and repair of gas utility lines, meters, and related equipment.

### **ESSENTIAL FUNCTIONS**

**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.**

Performs specialized and manual tasks associated with gas utility installation/maintenance projects, which may include installing gas mains and service lines, installing/replacing meters and meter boxes, installing valve rings and valve boxes, pressurizing meters, adjusting and setting regulators, conducting leak surveys to locate/identify leaks, repairing leaks and broken gas lines, conducting fusion on plastic gas pipe, welding pipes, connecting gas service for customers, lighting pilots, inspecting piping, installing fireplaces, or other related tasks.

Conducts testing and inspections, takes readings and records data; inspects safety of gas services; performs pressure tests.

Performs customer service functions; responds to questions, complaints, and emergency calls regarding gas line breaks, potential gas leaks, and high gas consumption; investigates customer complaints and researches problems; initiates appropriate action to ensure problem resolution.

Operates a variety of equipment, machinery and tools as necessary to complete essential functions, which may include a trencher, backhoe, roller/packer, utility locator, air compressor, welding machine, electric fusion machine, combustible gas indicator, gas detection tools, meters, gauges, mechanic tools, hand tools, digging tools, measuring devices, or radio communications equipment.

Transports, hauls, loads, and unloads various equipment and materials used in projects or at work sites.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.

Assists in ensuring adequate inventory of parts, tools, equipment, and supplies to conduct work activities.

Prepares or completes various forms, reports, correspondence, checklists, logs, work orders, gas tap sheets, leak sheets, materials records, vehicle maintenance records, or other documents.

Receives various forms, reports, correspondence, work orders, schedules, blueprints, maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, contractors, customers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

## **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by a minimum of at least three (3) years previous experience and/or training involving gas utility installation/repair, general maintenance work, and/or equipment operation; or any equivalent combination of education, training, and experience which provides the knowledge, skills, and abilities for this job. Preferably Operator Qualification Certification Must possess and maintains a valid Alabama driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-75 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, combustible/explosive materials, electric currents, machinery, vibrations, traffic hazards, bright/dim light, or animal/insect bites.

Daphne Utilities is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Daphne Utilities will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.