

## Gas Utility Worker – City of Port Aransas, Texas

**Job Title:** Gas Utility Worker

**Department:** Gas

**Reports To:** Gas Superintendent / Gas Journeyman

**FLSA Status:** Non-exempt

**Prepared By:** Gas Superintendent

**Salary/Grade:** 14

**Date:** 05/27/2015

**Approved By:** David Parsons, City Manager

**Approved Date:**

**Summary:** Safely performs routine tasks and projects of moderate complexity requiring the application of standard techniques, procedures & guidelines. Developing understanding of industry and operating requirements.

**Essential Duties and Responsibilities include the following:**

- Perform preventive and routine maintenance on pipeline system;
- Troubleshoot, test, install, and repair pipeline system materials and equipment;
- Operates vehicle, pipeline system equipment, and other essential equipment. Handles material, cargo, and accessories;
- Performs periodic inspections, and locate pipeline system;
- Reads meters, investigates low/high consumption.
- Responds to pipeline system emergencies. Will evaluate, secure, repair, and investigate emergencies;
- Completes maintenance records, service reports, and other required documents on paper and PC; and
- Other duties may be assigned.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies-

- *Problem Solving* – Ability to identify, resolve, and report abnormal operating conditions promptly.
- *Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- *Interpersonal Skills* – Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to other ideals and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; Able to read and interpret written information.
- *Organizational Support*- Follows policies and procedures; Supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own

actions; Follows through on commitments.

- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; Takes responsibility for own actions.
- *Initiative* – Undertakes self-development activities; Asks for and offers help when needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); or equivalent combination of education and experience.

**Language Skills:** Ability to read a limited number of two and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to write and speak in English.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out simple one-or-two step instructions. Ability to deal with standardized situations with only occasional or no variables.

**Computer Skills:** O.Q. Certification, Tier 2 of Covered Task List. Windows OS, Microsoft Suite, Google Earth, and Web browser is helpful. Computer literate.

**Certificates, Licenses, Registrations:** Ability to obtain Operator Qualification Tier 1 Certification within 6 months. Ability to obtain Poly Fusion Certification within 6 months. A valid Texas Driver License in good standing.

**Other Skills, Abilities, and Qualifications:** Ability to attend continuous training in subjects relating to natural gas distribution to meet certification requirements imposed by regulatory agencies. Ability to be on a rotating call-out list and able to be on emergency stand-by, 7 days a week with or without reasonable accommodations. This position is contingent on a negative result pre-employment drug screening and the ability to be enrolled into the Gas Department random drug/alcohol program.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee is occasionally required to sit and climb or balance. The employee will commonly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of 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 functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outside weather condition, extreme cold and extreme heat. The employee is occasionally exposed to high, precarious places, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_