



City of Hogansville Maintenance Worker 1 – Utility Gas Department

JOB SUMMARY

This position is responsible for performing duties associated with the installation, construction, repair, and maintenance of the natural gas distribution system and related components and performing all utility protection functions for all city owned utilities.

MAJOR DUTIES

- Checks for leaks in gas lines, pipes, and meters; investigates gas leak reports.
- Assists in locating underground and above ground gas leaks; repairs minor leaks and assists with repairing major leaks.
- Installs new gas lines, mains, meters, and regulators.
- Locates/Potholes gas lines for other utility workers; assists contractors with related work as necessary.
- Locates gas leaks inside and outside the homes of customers; relights customers' pilot lights.
- Ensures service truck is stocked properly.
- Ensures department equipment, supplies, materials, and tools are maintained and stored properly.
- Flags traffic; places regulatory signs at work sites.
- Responds to emergency gas service calls and incidents; assists with emergency repairs.
- Maintains assigned tools and vehicle.
- Paints new meters and regulators as required.
- Performs utility locates and damage reports for all city owned utilities.
- Performs duties of service truck operator when assigned.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of safety policies and procedures pertaining to the repair and maintenance of natural gas lines, mains, and related services.
- Knowledge of natural gas line locations.
- Knowledge of the methods and practices of installing, maintaining, and repairing natural gas lines, meters, and mains.
- Skill in the use of tools such as concrete saws, jackhammers, tampers, boring tools, pipe locators, pipe cutters, and various hand tools.
- Skill in operating a backhoe, trencher, and front-end loader.
- Skill in driving a truck.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Gas/Utility Protection Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures, accepted work safety practices, and supervisory instructions. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related utility systems maintenance and repair duties. The variety of work and occasional inclement weather contribute to the complexity of the work.
- The purpose of this position is to construct, repair, and service natural gas lines, mains, and related services. Effective performance facilitates the speed and accuracy of repairs and service.

CONTACTS

- Contacts are typically with co-workers, employees of other utility companies, and the general public.
- Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, stooping, and crouching. The employee occasionally lifts heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is performed outdoors. The employee is exposed to hazardous conditions, including live natural gas lines and mains, noise, dust, dirt, grease, machinery with moving parts, and cold and inclement weather. The work requires the use of safety devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.