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| Job title | Electric – Gas Utility Technician |
| Department | <i>Gas & Electric Departments</i> |
| Reports to | Electric/Gas Superintendent |

Job purpose

This position serves both the gas and electric utilities. Priority will be given to incumbents with electric or natural gas utility knowledge, skills, experience and certifications. Line worker training will be provided upon hire, and incumbents will be expected to advance in this process.

This is skilled gas utility work involved in the construction, maintenance, and operation of gas utility functions such as the following: valve surveying and maintenance; gas construction activities; gas service, and piping; meter installation and troubleshooting; mobile and walking leak surveying; pinpointing and repairing leaks; construction inspection duties; installation, repair, and operation of regulators; gate, regulator, and meter station operation; and cathodic protection activities. This position also must have a good working knowledge of federal, state, and local laws as well as rules and practices as they relate to the gas industry. Work is subject to check and review by the Electric/Gas Superintendent, Town Manager and contractors hired by the town; employees perform assignments independently in accordance with safe work practices.

This position also performs semi-skilled work as part of an apprentice training program designed to provide the knowledge, skills, and experience needed to advance in the Line Worker process. Training includes technical class study and physical work in the field. Incumbent must make satisfactory progress and pass various apprenticeship tests. As the training and work experience develops to more complex and hazardous tasks and demands. Work is performed in accordance with established policies and procedures and under the supervision and direction of the Electric/Gas Superintendent, who provides instruction in methods and assure that proper safety precautions are observed. Individuals in this classification are in an apprentice program that is an “up or out” program. As such, they must show continued advancement through the program or will be subject to termination.

Duties and responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Gas Essential Duties:

- Performs valve surveying and maintenance; gas construction activities; gas service, and piping; meter installation and troubleshooting; mobile and walking leak surveying; pinpointing and repairing leaks; construction inspection duties; installation, repair, and operation of regulators; gate, regulator, and meter station operation; and cathodic protection activities.
- Includes all aspects of gas utility operations, maintenance and repair. Identifies means and methods to safely isolate and make the needed leak and other repairs. Provides for a safe and secure work area once the leak location is identified, and working with customers if the leak is on the customer side of the meter. Coordinates with local emergency management personnel as needed.
- Works with customers, developers, and contractors on natural gas expansion projects.
- Ensures proper odorant levels and proper odorizer operations.
- Installs residential and commercial metering, metering testing, proving, troubleshooting and repair.
- Performs work in the area of cathodic protection system installation, monitoring, and repair utilizing applicable tools and multimeters. This includes taking and understanding pipe-to-soil readings; operating, troubleshooting, and understanding rectifier and interruptors; completion of applicable NACE certified class. Understanding how to recognize and repair internal, external and atmospheric corrosion. Performs applications of coating on gas piping, both tape and epoxy. Performs close internal surveys, installation and testing of cathodic protection bonds.
- This position also must have a good working knowledge of federal, state, and local laws, rules, and practices as they relate to the gas industry.



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- Drives various specialized vehicles required to perform assigned tasks. Performs Maintenance of Traffic Operations activities. Flags traffic as needed.
- Utilizes Town systems such as Diamond Maps, mobile work management, and other specialized software and equipment used in Gas operations. Trains others in proper gas utility practices. Attends developmental safety and training opportunities as directed by supervisor. Uses and cares for tools and equipment common to gas utility work. Drives specialized vehicles and equipment. Performs additional work as required. Attends safety classes, reinforce and comply with company safety policies.
- Conduct utility locates in accordance with federal, state, and local laws, rules, and practices.
- Must obtain and maintain the applicable Operator Qualification(s) for continued employment.
- Work harmoniously with TOWN OF HAVANA employees and the public and comply with TOWN OF HAVANA Policies

Electric Essential Duties:

- Performs general duties such as climbing poles, splicing wire, installing poles, insulators, and electric lines; using various testing devices and metering devices; and assisting the lineworker in various installations and repairs.
- The first year of this training will be performing groundsman duties involving a variety of tasks in the construction, maintenance and repair of electrical distribution and transmission lines.
- The second year of this training will be working secondaries and other general work that does not involve primary conductors that are energized and assisting the Electric/Gas Superintendent in any manner that would not be considered hazardous, but never working on a pole alone.
- The third year of the apprentice program will consist of working with journey level lineworkers on deadlines, secondaries, assisting in re-fusing transformers, line fuses, reclosing oil switches, checking regulators, but always working with a qualified lineworker in all phases outlined above.
- The fourth year of this program will consist of working energized primary with the direction of a Lineworker - Journey Level and/or Electric/Gas Superintendent.
- The fifth year will consist of working with other linemen in the Electric/Gas Department in the construction of new lines and the maintenance of the system. At the completion of the fifth year, the employee must perform all phases of primary, secondary, and any other type of duties pertaining to line work.
- The employee must pass a Lineworker - Journey Level test. Must attend developmental safety and training opportunities as directed by supervisor. Uses and cares for tools and equipment common to line work. Drives various specialized vehicles required to perform assigned tasks.
- Performs related work as required.

Knowledge, Skills, Abilities

Thorough knowledge of the safe work practices, methods, vehicles, equipment, and tools used in the gas utility industry. Knowledge of electrical theory as needed for proper cathodic protection. Thorough knowledge of occupational hazards connected with work. Ability to climb in and out of excavated construction areas. Ability to work with and around live gas mains and services. Skills in the proper use of gas utility journeyman tools and equipment.

Progressively increasing knowledge of methods and technology essential to lineman work. Knowledge of the electric distribution system of the Town in regard to location of substations and districts. Ability to develop the skills of a Lineworker-Journey Level in all phases required for certification. Ability to learn through personal study the theory and application of electric principles and practices as they relate to line work.

Ability to follow oral and written instructions, read blueprints and sketches, maintain cooperative relations with other employees, and employ obedience and good judgment in complying with instructions and safety measures as directed by superiors. Ability to perform heavy manual tasks under adverse weather conditions.



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Minimum Training & Experience

Possession of a high school diploma or an equivalent recognized certificate; and completion of an external gas utility apprenticeship program and one year of journey level work in construction, maintenance, and operation of gas utility systems. Experience may be substituted for required education on a year-by-year basis that includes construction, maintenance and operation of natural gas utility systems.

Working conditions

While performing the duties of this job, the employee may be exposed to extreme heat and/or cold, wet or humid conditions, bright and/or dim light, dust or pollen, intense noise levels, vibration, fumes or noxious odors. All required safety standards shall be adhered to in order to mitigate risk from moving mechanical parts, electrical shock, heights, blood-borne pathogens, traffic, animals and wildlife, toxic or caustic chemicals, and other identified hazards.

Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

Physical requirements

This position requires frequent standing, kneeling, bending and climbing. The employee must be able to use hands to operate and manipulate tools and equipment. This position requires very heavy physical exertion including the ability to lift over 50 pounds and exert over 100 pounds of force on a regular basis. The employee must be willing to work non-standard and overtime hours as required. The position requires normal visual acuity and field of vision, hearing, and depth perception.

Special requirements

Employees in this classification are required to have or get a minimum of a valid Commercial Learner's Permit (CLP) within the first 6-months of employment; employees in in this classification are required to have or get and maintain a valid Commercial Driver's License (CDL) within the first 12-months of employment in order to have continued employment. This includes a requirement that the employee register with the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification are subject to being deployed for mutual aid assignments out of town. These mutual aid assignments will require travel, extended workdays and working 16 hours per day during deployment.

EEO Statement & Drug Free Workplace

TOWN OF HAVANA is drug-free, equal opportunity employer. It is TOWN OF HAVANA's intent to maintain a work environment which is free from harassment, discrimination, or retaliation because of age, race, gender, color, national origin, religion, sex, sexual orientation, pregnancy, physical or mental disability, genetic information, gender identity, veteran status, military service, or any other status protected by federal, state or local laws.



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Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. Employees shall perform all other duties as required.

The Town of Havana makes available to employees training opportunities, at the Town's cost, that allow employees to gain skills and experience, and become more effective and capable at their jobs. These training opportunities are provided by Town of Havana, for the benefit of Town of Havana and its employees. As such, employees who participate in the training opportunities offered by Town of Havana will be obligated to remain employed with Town of Havana for a minimum of two (2) years after completion of the town-paid training opportunity attended. Employees who voluntarily resign or terminate employment for any reason, prior to the expiration of the two (2) year period, shall repay Town of Havana for 100% of the costs to Town of Havana for all training opportunities attended within such two (2) year period. Any balance due at time of resignation will be automatically withheld and deducted from the employee's final payroll check, subject to applicable wage and hour laws.

I fully understand the contents of this job description and have had the opportunity to ask questions regarding the required job duties, working conditions, and physical demands of this position. I understand that this job description is not a contract of employment and does not in any way alter the "at-will" nature of employment with TOWN OF HAVANA

Employee's Printed Name _____

Signature _____

Date _____