

To perform this job successfully, an individual must be able to perform the job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GAS OPERATOR TRAINEE

Department: Gas
Pay Grade: 561
FLSA Status: Non-Exempt
Reports to: Gas Supervisor
Effective Date: July 30, 2018

JOB SUMMARY

This position is an entry level trainee position focused on becoming acquainted with the functions, operations, and processes involved in installing, repairing, operating, and maintaining gas distribution systems and compressor stations. Typically works under the immediate direction of a qualified Gas Operator and assists in getting materials and supplies ready for projects and performing the physically intensive tasks involved in gas operations. This position may also work with other assigned mentors within the department to aid in the learning process.

JOB FUNCTIONS

Essential Functions:

- Applies pipe coating (“hot wrap” coating) for corrosion control purposes to include cleaning the surface, flashing the flame over the surface, applying the primer, and wrapping the pipe.
- Cleans and coats pipes for atmospheric corrosion using a wire brush and applying a coating.
- Measures for pipe-to-soil potential.
- Inspects for atmospheric corrosion.
- Sets natural gas meters and taps natural gas mains that are active.
- Maintains and cleans tools and equipment required in the maintenance of gas systems.
- Maintains signs by ensuring they are upright, clean, easy to read, and replaced when damaged.
- Maintains distribution systems and stations including cleaning, painting, weed eating, and inspecting for general problems.
- Inspects and operates gas valves to check for leaks, partial operation; clears of debris, aligns, and lubricates.

- Measures pipe-to-soil potential using voltmeters at various test stations.
- Protects sites and workers in excavated areas; locates and marks pipelines.
- Investigates leak and odor complaints.
- Checks and maintains fuel levels in the plow, truck, and generator.
- Operates heavy equipment, as assigned and appropriately licensed.
- Assists in locating underground utilities.

Other Functions:

- Loads and unloads equipment, materials, job site debris, and performs other housekeeping duties.
- Notifies supervisor when problems occur or abnormal operations are discovered.
- Documents valve locations.
- Documents Gas Meter installation.
- Performs other related duties as required/assigned.

QUALIFICATIONS**Education and Experience:**

High School Diploma or an acceptable equivalency diploma (GED). Experience in construction or maintenance occupations is preferred but not required.

Special Qualifications:

Must obtain an Apprentice Gas Fitters Certification within one year of employment. Must work to obtain a Journeyman Gas Fitters Certification while employed as an Operator Trainee.

Possession of or ability to obtain a valid Driver's License within 60 days of employment.

If 21 years of age or older, applicant must obtain a valid Commercial Driver's License (CDL) within 1 year after the date of hiring. If less than 21 years of age, applicant must have a valid Driver's License and, within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.

Must prepare for and strive to receive training for Work Zone Traffic Control, Competent Person Fall Protection & Rescue, Confined Space Training and the 10 hour OSHA Training related to Construction with a focus on Personal Protective Equipment, Fall Protection, Job Site Hazards and OSHA Inspection Procedures.

Knowledge, Skills, and Abilities:

- Knowledge of various hand tools, their purpose, and proper operation.
- Skill in active listening to include giving full attention to what people are saying, asking questions as appropriate, not interrupting as needed to take direction, gathering information, and responding to instructions.
- Ability to read and understand Riviera Utilities' Employee Handbook, Safety Manual, and other departmental operating manuals, policies, and procedures.

- Ability to verbally communicate clearly, accurately, and timely with customers, the public, other employees, and representatives from other utilities, power companies, and emergency personnel in person, over the phone, and via the radio.
- Ability to add, subtract, multiply, or divide all units of measure, estimate quantities, practical applications of fractions, percentages, ratios, and proportions.
- Ability to write legibly and with clarity as needed to complete forms with accuracy.
- Ability to operate computers for data entry and time entry.
- Ability to operate small/light equipment, such as power tools.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Walking and standing are required constantly, as well as driving a number of different vehicles, with both standard and automatic transmissions. Additionally, the following physical abilities are required:

- Balancing: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: sufficient to ascend or descend ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: sufficient to move about on hands and knees or hands and feet.
- Crouching: sufficient to bend the body downward and forward by bending leg and spine.
- Feeling: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: sufficient to apply pressure to an object with the fingers and palm.
- Handling: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

- Speaking: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: sufficient to bend body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORK ENVIRONMENT

The work environment is primarily performed outside in a variety of weather conditions with no effective protection from weather. Works in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.