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| ***JOB SUMMARY*:** Employee works under close supervision of the Gas Department Supervisor or Gas Crew Lead. Work to be performed is maintenance and construction of the natural gas system. Duties also include support services of other employees in the department. Instructions are somewhat general, though occasionally, the employee may need to consider different courses of action, or deviate from standard operating procedures to get the job done. The Gas Supervisor or Gas Crew Leader will spot check work as it is being done, and review most of the completed work. |
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| ***ESSENTIAL DUTIES AND RESPONSIBILITIES*** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*  With Supervision:* Installs natural gas mains;
* Installs gas taps and service lines, may have to take service line and tap measurements;
* Installs and reads gas meters;
* Welds plastic pipe;
* Checks for and repairs gas leaks;
* Locates valve boxes and gas mains and marks locations to comply with Tennessee One Call;
* Routinely operates light duty vehicles, a generator, plastic pipe welder, leak detector, pipe and valve locators, CO detector, Odorometer, CGI meter, fusematic machine, and hand tools such as shovels, hoe, rake, wrenches, etc.;

 Independently:* Handles Utility Office work orders, such as lighting pilots, and turning service ON/OFF for customers;;
* Regularly cleans vehicle and provided equipment and sees to the service records on the vehicle;
* May also be required to operate a backhoe or trencher;
* Performs other duties as assigned.
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| ***QUALIFICATION REQUIREMENTS:***  *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.* |
| * Ability to obtain knowledge of local, state and federal regulations pertaining to the operations of natural gas systems;
* Ability to obtain knowledge of occupational hazard and safety precautions;
* Ability to safely meet the physical demand requirements of the job;
* Ability to operate equipment, such as a trencher, tractor, etc.;
* Ability to use necessary machinery, tools, and equipment as required by job including driving light trucks;
* Ability to read and understand maps;
* Ability to follow both written and verbal instructions;
* Ability to read gas meters;
* Ability to establish and maintain effective working relationships with other employees;
* Ability to be “on call” nights and weekends as scheduled;
* Must have a good work and attendance record.
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| ***EDUCATION and/or EXPERIENCE:*** * High School Diploma or GED equivalent;
* 1 year of verifiable and acceptable work experience;
* Must pass a post-offer, pre-employment physical examination, drug test and background check as well as be covered under Research and Special Programs Administration (RSPA) regulations which require pre-employment and random drug screenings and breath alcohol testing;
* Must complete *Operator Qualifications Certifications* for gas workers within 1 year of assuming the position and maintain certifications afterwards;
* Prior knowledge and experience of natural gas systems preferred.
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| ***LICENSES & CERTIFICATIONS:*** * Valid driver’s license;
* Covered under Research and Special Programs Administration (RSPA) under the Department of Transpiration (DOT) which is overseen by the Tennessee Regulatory Authority (TRA).
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| ***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.*Ability to regularly perform heavy manual labor. Must possess the dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform the physical functions of the job. The employee is regularly required to see, talk, hear and have a sense of smell and perform the physical activities marked below. Frequently requires working under extreme weather conditions for long periods of time. |
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| **Activity** | **Check 1 column for Frequency of Occurrence** |
| Check Applicable Activities |  | **Occasionally****< 1/3 of the time** | **Frequently****1/3–2/3 of the time** | **Regularly****>2/3 of the time** |
| X | Standing |  |  | X |
| X | Walking |  |  | X |
| X | Climbing: Stairs &/or Ladders | X |  |  |
| X | Sitting | X |  |  |
| X | Balancing | X |  |  |
| X | Bending/Stooping/Kneeling |  | X |  |
| X | Twisting | X |  |  |
| X | Squatting |  | X |  |
| X | Grasping/Squeezing |  | X |  |
| X | Repetitive movements w/hands |  | X |  |
| X | Reaching/working overhead | X |  |  |
| X | Lift &/or carry up to 50lbs. | X |  |  |
| X | Push &/or pull up to 100 lbs.With assistance | X |  |  |

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| **WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*Work is generally performed outdoors and the employee will be exposed to: extreme weather conditions, sharp tools, dangerous machinery with moving parts, excessive noise, dirt, and dust. The employee may be exposed to fumes, chemicals, toxic substances, or high places. Employee must wear required Personal Protective Equipment (PPE). |
| ***Job Description Acknowledgment***: I understand that ***this job description is not a contract of employment*** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Gas Crew Worker I job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Gas Crew Worker I job as it is described in the job description above. **Employee Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date (Employment, Transfer, Revised Job Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Sign and date job description. Make a copy for your records. Email to** **jgoad@cityofportlandtn.gov** |