

MAJOR FUNCTION

This is semi-skilled work as part of an apprentice training program designed to provide the knowledge, skill, and experience needed to advance to the Gas Technician - Journey Level. Training includes study and work in the field. Incumbent must make satisfactory progress as the training and work experience program develops to more complex and hazardous tasks and demands and pass various apprenticeship tests. Work is performed in accordance with established policies and procedures and under the supervision and direction of the Gas Operations Supervisor and Gas Technician - Journey Level who provide instruction in methods and assure that proper safety precautions are observed.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs general physical, skilled, and technical construction activities in the maintenance and repair of gas distribution facilities, and systems, and assists Gas Technician – Journey Level in various gas distribution maintenance, repair, and construction activities. Performs additional work as required. Uses and cares for tools and equipment common to gas utility work. Drives various specialized vehicles required to perform assigned tasks.

The first six months of this training (Step 1) consists of a basic introduction to the natural gas industry, tools/fittings used in natural gas field work, and natural gas safety. It also consists of training related to general construction.

The following six months of this training (Step 2) consists of performing duties of valve maintenance and surveying; locating specific valves through the GIS system; differentiating between critical and non-critical valves; and completing documentation related to valve maintenance work. The apprentice will also complete training and field verification for skills needed to perform normal standby functions.

The following six months of this training (Step 3) consists of performing duties increasing the understanding and ability for general gas construction. The employee will perform duties of installing, proving, and troubleshooting issues with residential and commercial meters. The employee will also perform duties of walking and mobile leak surveying, pinpointing leaks, and repairing leaks, as well as completing documentation related to these functions.

The following year of this training (Step 4) consists of the employee receiving in-depth training and performing duties of higher-level gas utility construction related activities, and internal gas utility piping work related to appliance changeout, as well as new and repaired gas piping installation. The employee will be performing duties of contractor construction inspection and show an in-depth understanding of the Utility's Construction specifications and Federal/State/local rules and regulations as related to gas construction, appliance changeout, and piping. The employee will be able to perform accurate costs estimates, mark out taps, review and approve as-built drawings, understand construction drawings, perform material takeoffs, replace and repair gas appliances, and install internal gas piping.

The following year of this training (Step 5) consists of performing duties related to gate, regulating, and metering stations. These duties include ensuring gate and regulating station Federal/state compliance standards are met, balancing of system flows and pressures, maintaining nominations, and ensuring proper operation of odorization equipment and levels.

The following year (final level) of this training (Step 6) consists of performing duties related to cathodic protection and corrosion control as they relate to the gas industry. The apprentice must be able to take and record readings, explain their significance, conduct close interval surveys, work on and

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troubleshoot rectifiers and interrupters, troubleshoot cathodic protection systems, and pinpoint and clear shorts.

After completion of the final level, the employee must perform all tasks and duties relating to Gas Technician – Journey Level and have successfully passed all Apprentice program requirements.

Other Important Duties

Performs additional work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Progressively increasing knowledge of methods and technology essential to gas utility work. Knowledge of the procedure, practice, and operation of the gas distribution system of the City. Ability to develop the skills of a Gas Technician-Journey Level in all phases required for certification. Ability to learn through personal study the theory and application of natural gas utility principles and practices as they relate to the 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.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate

Necessary Special Requirement

Employees in this classification are required to obtain within 6 months of employment and maintain a valid CDL driver's license 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 must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

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.

Applicants for this classification must be able to pass the City of Tallahassee-Electric & Gas Utility pre-employment screening and assessment program.

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.

Must obtain and maintain the applicable Operator Qualification(s) for continued employment.

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