**NATURAL GAS DISTRIBUTION OPERATOR/WELDER**

**SUPERVISOR**: Natural Gas Distribution Supervisor

**SUPERVISE**: None

**PAY SCALE**: GAOW

**APPROVED**: February 11, 2025

**FLSA CATEGORY:** Non-exempt

**AUTHORIZED FTE**: 2 FTE (40 hours per week)

**SUMMARY DESCRIPTION**

This is skilled work in the maintenance, repair, and construction of distribution lines and related components of the municipal gas distribution system. Work involves skilled welding in the fabrication and repair of pipelines and similar installations involving the use of acetylene and electrical equipment in the heating, welding, cutting, and brazing of metals in accordance with standard trade practices. Responsible for assisting with various activities associated with the construction, installation, inspection, maintenance, repair and operation of the gas distribution and line system. An incumbent will be required to perform duties on an on-call basis as needed.

**EXAMPLES OF WORK PERFORMED**

ESSENTIAL FUNCTIONS**:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Performs various construction, installation, inspection, maintenance, repair, and operation activities pertaining to all facets of the city’s gas distribution system.

Lays out, cuts, and fits pipe and material in preparation for welding; welds sections of pipe and fittings to withstand high as well as low pressures.

Sets up acetylene and electrical welding and cutting equipment; maintains and repairs welding equipment.

Performs testing of all gas related measuring devices and related facilities.

Constructs and sets natural gas lines; dig trenches and holes; installs and repairs valves, fittings, gas meters, regulators, and related equipment to ensure correct measurement of gas consumption.

Performs inspection and maintenance duties on the gas system to ensure proper functioning; performs gas line maintenance repairs including but not limited to line clearing, main/pipe repair, etc.

Determines the locations of gas lines during excavation, when needed and as directed by the supervisor; determines the location of gas lines for general contractors.

Assists in determining specific problems areas within the gas distribution system; sectionalizes the system for minimum service interruption.

Assists in performing gas leak surveys using a combustible gas indicator in accordance with federal, state and local regulations and industry standards.

Ensures that all activities are performed in a safe and efficient manner.

Loads, unloads and hauls materials and equipment to and from job sites.

Operates large trucks, fork lift, loaders, backhoe, and other vehicles as needed and welding equipment, basic hand, power and electric tools in the performance of duties and according to established guidelines, including the equipment located at the town border station. Prepares various records and reports pertaining to the duties performed.

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Receives complaints pertaining to the gas distribution, including gas leaks and carbon monoxide calls and takes appropriate action to resolve problems or concerns.

Responsible for updating, reading and interpreting city maps of the gas system.

Administers first aid to injured persons; requests medical attention for individuals when needed.

Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.

Performs preventative maintenance on assigned vehicles and equipment; refers defects or needed repairs to supervisor.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

* Thorough knowledge of practices, methods, materials, and tools used in the gas and arc welding trade.
* Considerable knowledge of occupational hazards and safety precautions of the work. Ability to operate light and medium equipment used in the welding trade.
* Theory of natural gas and natural gas distribution.
* Techniques, methods, and practices used in municipal gas distribution including construction, installation, inspection, maintenance, repair, and operational activities.
* Federal, state, and local regulations, codes, standards and specifications pertaining to all facets of natural gas distribution.
* Operation of heavy and light vehicles, machinery, equipment, and tools pertaining to the construction, installation, inspection, maintenance, repair and operation of a gas distribution system.
* Techniques used in emergency and evacuation procedures.
* First aid principles and the techniques of administering emergency medical aid.
* Precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.

**Ability to:**

* Work in the trenches and other precarious places.
* React quickly and calmly in emergencies.
* Accurately read and interpret line construction plans, technical sketches, blueprints, and instructional manuals.
* Learn the geography of the city.
* Learn the city’s responsibilities and ability to use independent judgment in the performance of duties.
* Load and unload heavy machinery.
* Work independently and safely without close supervision.
* Accurately prepare and maintain various records, reports and other departmental documents.
* Deal with the general public in a courteous and tactful manner.
* Perform job duties efficiently while managing frequent interruptions.
* Plan and organize a personal work schedule, set priorities, and meet deadlines.
* Understand and follow both oral and written instructions.
* Communicate effectively, verbally and in writing, in English.
* Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment**: Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping, and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the gas distribution system. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, cleaning solvents, noise and inclement weather conditions.

**Physical**: An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed. Work involves lifting and carrying of heavy equipment and materials, welding on steel pipe, working in trenches and in confined spaces. May be exposed to explosive gas mixtures.

**EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training**

Graduation from high school or GED equivalent.

**Additional Requirements**

Must possess a valid driver’s license and may require a CDL.

Ability to report to the work site within a 15-minute response time, in normal weather conditions.

Must maintain qualifications and certifications as required.

Must possess gas operator’s qualification.

Must possess certification of plastic fusion.

Require welder certification.