



JOB DESCRIPTION

Gas Distribution Coordinator

Date Prepared: August, 2014

SUMMARY: Under general supervision, operates and maintains the City's natural gas distribution system; performs troubleshooting, emergency response, project oversight, plan/system drawing review, construction inspection and service. Work responsibilities extend to participating in the City's electrical system maintenance.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform annual maintenance, including leak surveys, cathodic protection, valve maintenance, large meter sets and atmospheric corrosion; perform monthly gas meter reading and odorization testing.
- Prepare weekly work schedules, keeps daily logs of work completed, supervise, train, oversee, and evaluate work performed by assigned staff; attend coordination and update meetings.
- Perform the installation, repair, relocation, abandonment and maintenance of natural gas mains, services and meter sets, including leaks and line breaks both underground and above ground; and operate a backhoe.
- Conduct customer service calls for billing complaints, odor complaints, turn on/turn off and general service calls; perform line locations of gas and electric facilities; perform on-call duties in a departmental rotation for gas and electric after hours emergencies; and respond to gas emergencies.
- Complete various documentation; perform an annual review of policies and procedures to maintain DOT compliance; prepare and submit annual DOT reports; meet with the DOT inspector to audit the natural gas system; make changes based on the audit results.
- Prepare and submit the Distribution Integrity Management Plan to the DOT.
- Purchase and maintain inventory of materials and tools for work projects.
- Meet with the Public Works Manager to review system operations; assist with determining the operating budget for the natural gas distribution system.
- Meet with various City staff, consultant and contractor for construction projects to determine system design, material procurement, and related information.
- Perform contractor inspections of all work performed on the natural gas system, including verifying procedures and materials to meet City specifications and DOT standards; witness pressure testing, completing as-builts and other documentation; perform plan review of natural gas system construction projects.
- Assist with maintenance of the City's electrical distribution system.
- Provide work direction and supervision to staff when performing natural gas system work.
- Perform natural gas training for other department staff, as required..

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School diploma OR GED equivalent AND five years of experience in natural gas distribution system operation and maintenance; AND Operator Qualifications (OQ), one year of supervisory or lead work experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Installation, maintenance, and operations of a natural gas system.
- DOT codes and regulations.
- Principles and practices of electrical theory.
- Power generation operations.
- Electrical system operations.
- High voltage electrical work practices.
- Construction plans.
- Natural gas and electrical distribution systems.
- Safety practices and procedures.
- Computer software programs.
- Confined Space Entry procedures.
- Traffic Control practices.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Understanding construction plans.
- Reading and understanding technical manuals, blue prints, schematics, and wiring diagrams.
- Using various natural gas and electrical system tools and equipment.
- Providing efficient customer service.
- Supervising and evaluating the work of staff.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, suppliers and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Class "A" Commercial driver's license and must maintain throughout the length of employment with the City of Victorville.
- DOT Operator Qualification (OQ) certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office and primarily in a field environment. May have exposure to dangerous machinery, equipment, extreme weather conditions, gaseous environments, and electrical hazards. May be required to perform frequent pushing, pulling, twisting, leaning and sideways motions. May be required to work within confined spaces, vaults and in trenches. May be required to lift and carry items weighing up to 100 pounds. Must be able to hear in the normal range, with or without correction, stamina to work long hours and overtime if assigned. Must be able to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date