



CLASSIFICATION: UTILITY WORKER II

JOB TITLE: UTILITY WORKER II

REFERENCE NO: 52423

DIVISION: ENERGY

DEPARTMENT: GAS UTILITY

APPROVAL DATES:

BY:


COMMISSIONER OF ENERGY

DATE:

2008-04-15

BY:


GENERAL MANAGER OF HUMAN RESOURCES

DATE:

APRIL 15/08

GENERAL DESCRIPTION:

This is an intermediate level, skilled labourer position within the Gas Distribution section of the Gas Utility which encompasses the work required for the operation, repair, maintenance and construction of gas distribution facilities.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Gas Distribution Superintendents.
- Required to establish and maintain an effective working relationship with fellow employees, property owners, other resource and utility company representatives and the general public.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Performs the necessary tasks required for the operation, repair, maintenance and construction of gas distribution facilities under routine and emergency situations. This work may include cutting of weeds; painting regulating stations and customer meter sets; leveling sand and gravel on rural, distribution and odorizer stations; Gas Utility building maintenance.
- Assists in gas turn-offs and re-lighting appliances.
- Performs standard fusion and electrofusion procedures under the direction of a qualified Utility Worker III.
- Assists with meter set alterations, meter installations, main / service installations, regulating stations, cathodic protection installations, construction installations and maintenance projects.
- Operates various construction equipment and vehicles in a safe and efficient manner for the purpose of excavating, trenching, backfilling, hoisting and lifting for the installation, repair and maintenance of Gas Distribution plant.
- Assists with the inspection, repair and maintenance of all underground distribution feeder and emergency control valves.
- Responds to emergency gas line hits on poly and steel pipe.
- Assists with the performance of routine and emergency stopping and squeezing practices on pressurized gas mains and services.
- Assists in repairs and tie-ins on pressurized steel and poly mains and services.
- Fabricates residential and commercial meter sets.
- Responsible for the operation, care and maintenance of motor vehicles, as well as the tools and equipment required for carrying out the job activities.

- Successfully completes all requirements of the Gas Distribution Training Program.
- Assists in changing meters that are leaking, stopped or due for government testing.
- Operates electronic equipment used to locate underground facilities.
- Installs and taps service tees on pressurized gas mains.
- Maintains clear and concise records of all work completed. May be required to forward written reports and other pertinent information to the Superintendent.
- Assists in the training of new employees.
- May be required to work flexible hours to ensure completion of job duties.
- May be temporarily scheduled for other duties within the Gas Utility in the event that there is insufficient work as outlined above or more urgent work elsewhere.

REQUIRED COMPETENCIES:

- Working knowledge of the standard methods, materials, tools and equipment used in the construction and maintenance of a gas distribution system.
- Working knowledge of the occupational hazards associated with the construction and maintenance of gas distribution facilities.
- Working knowledge of the City of Medicine Hat and Gas Distribution safety policies and procedures.
- Working knowledge of personal computers and Windows based office software including word processing and spreadsheet applications.
- Knowledge of poly fusion, electrofusion and emergency stopping and squeeze off procedures.
- Must be physically fit and able to endure the environmental and physical hardships of the position.
- Ability to understand, interpret and accurately execute oral and written instructions, with a minimum of supervision.
- Ability to express ideas clearly and concisely both orally and in writing.
- Ability to work under pressure in emergency situations.
- Ability to perform all duties and responsibilities expediently and thoroughly.
- Ability to present a public image in keeping with the nature of the position.
- Ability to establish and maintain effective working relationships with fellow employees, property owners, other resource and utility company representatives and the general public.
- Acquires the skills to perform the installation of services, mains and distribution regulating stations.

REQUIRED QUALIFICATIONS:

- Successful completion of Grade 12 or high school equivalency diploma.
- Minimum of one (1) year of relevant, recent experience as a Gas Utility Worker I with the City with satisfactory performance evaluations.
- Must maintain a valid Class 5 Alberta Vehicle Operator's License and will obtain a City Operator's License.
- Must maintain valid First Aid, WHMIS and CPR Certificates and successfully complete the City's Defensive Driving Course.
- Will acquire and maintain a valid Alberta Polyfusion Certificate.
- A management approved equivalent combination of education, training and experience may be considered.

SALARY RANGE:

- Range 12 in accordance with the Collective Agreement for CUPE Local 46 (Inside and Outside Workers).