Fountain Inn, South Carolina
Classification Specification

INSTALLATION & MAINTENANCE TECHNICIAN (51010)
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to install, maintain and repair gas utility lines and equipment.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Installs, maintains and repairs gas lines, meters, regulators, and related equipment: assists with the installation of new gas taps and lines; clears debris from lines and meters etc.; excavates to gas lines; inspects and evaluates condition of systems; diagnoses leaks, blockages or other problems; replaces service lines; joins and threads pipes; and installs and inspects pipeline markers, meters, valves, etc.

Receives and completes work orders: gathers tools and equipment needed to complete work activities; picks up and transports materials, tools and supplies; cleans and washes equipment and tools; performs preventive maintenance and minor repairs as needed; and notifies supervisor of needed equipment replacements and repairs.

Performs related activities: repairs asphalt, concrete, yards and other areas that are disrupted as a result of repair work; rakes and preps yards for seed, hay and sod; and mows and maintains rights-of-way.

Operates and maintains a utility truck, shovels, sharpshooter, pipe horn, electro fusion, posthole digger, tap tool, pipe wrench, or other equipment as necessary to complete essential functions.

Adheres to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; flags and directs traffic and places markers, signs and cones around project or work site to ensure safety of crew and the traveling public; and wears protective gear.

Communicates with supervisor, other City employees, vendors, third party service contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; supplemented by one year of experience in equipment maintenance, utility service work or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid South Carolina driver’s license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information, such as work orders, measurements, utility locate data, etc.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or rude/irate customers.

*The City of Fountain Inn is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*