

## DISTRIBUTION MECHANIC

### JOB DEFINITION

A RESPONSIBLE POSITION CONSISTING OF DIVERSE SKILLED AND UNSKILLED DUTIES REQUIRED TO INSTALL AND MAINTAIN THE CITY NATURAL GAS SYSTEM UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT OF THE GAS DEPARTMENT.

### PRINCIPLE DUTIES

PERFORMS MANUAL AND TECHNICAL TASKS THAT REQUIRE PHYSICAL STAMINA AND THE USE OF COMMON HAND TOOLS AND EQUIPMENT, THEIR MAINTENANCE AND GENERAL APPLICATIONS. SOME EXAMPLES OF THESE DUTIES ARE:

- PERFORM OPERATIONS AND MAINTENANCE TASKS FOR NATURAL GAS DISTRIBUTION SYSTEM, INCLUDING INSTALLATION, MAINTENANCE AND REPAIRS TO GAS MAINS, SERVICE LINES, VALVES, METERS, REGULATORS AND VARIOUS OTHER COMPONENTS OF THE SYSTEM.
- INVESTIGATE AND REPAIR DAMAGE TO ABOVEGROUND AND UNDERGROUND FACILITIES INCLUDING PIPELINES, METER SETS, REGULATOR STATIONS, ETC.
- INVESTIGATE REPORTED GAS ODOR CALLS AND REPAIR LEAKS ON ABOVEGROUND AND UNDERGROUND COMPONENTS IN COMPLIANCE WITH FEDERAL AND STATE REGULATION.
- ABANDON PIPELINES AND REMOVE METER SETS FOR DISCONTINUED SERVICES. INSTALL NEW RESIDENTIAL, COMMERCIAL AND INDUSTRIAL GAS SERVICES, REROUTE OR REPLACE EXISTING PIPELINES AND SERVICES.
- BREAK/CUT ASPHALT, CONCRETE, AND EARTH DURING EXCAVATION AND BACKFILLING ACTIVITIES; HAND DIGGING IN AREAS CLOSE TO NATURAL GAS AND OTHER UNDERGROUND UTILITIES; FILLS HOLES.
- PERFORM WALKING/DRIVING PATROLS AND SURVEYS OF NATURAL GAS DISTRIBUTION SYSTEM.
- MAINTAIN PIPELINE RIGHT-OF-WAYS USING BUSH HOG MOWER, WEED EATERS, CHAIN SAWS, AND HAND TOOLS.
- OPERATE AND MAINTAIN MACHINERY SUCH AS TRENCHERS, FUSION EQUIPMENT, AIR MONITORS, UTILITY LOCATING EQUIPMENT, TAMPING EQUIPMENT, SAWS AND OTHER SIMPLE POWER TOOLS, AS WELL AS HAND TOOLS SUCH AS SHOVELS, SPADES, PRY BARS, VALVE WRENCHES, ETC.
- OTHER DUTIES AS ASSIGNED FROM TIME TO TIME.



## **JOB QUALIFICATIONS**

- **MUST BE AT LEAST 18 YEARS OF AGE.**
- **MINIMUM EDUCATION OF A HIGH SCHOOL DIPLOMA OR EQUIVALENT WITH GOOD WRITTEN AND ORAL COMMUNICATION SKILLS, KNOWLEDGE OF GENERAL MATH AND ITS APPLICATION.**
- **MUST BE ABLE TO DRIVE MANUAL SHIFT TRUCK.**
- **COMPLETION OF CITY EMPLOYMENT APPLICATION.**
- **PASS BACKGROUND CHECK INCLUDING PERSONAL AND PREVIOUS EMPLOYMENT REFERENCES, CRIMINAL HISTORY, AND MVR.**
- **PASS JOB RELATED CITY PHYSICAL EXAMINATION.**
- **MUST HAVE VALID APPLICABLE GEORGIA DRIVERS LICENSE WITH CLEAN DRIVING RECORD.**

**MUST FOLLOW ESTABLISHED SAFETY RULES AND CITY AND DEPARTMENTAL POLICIES AND PROCEDURES.**

**MUST ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIP WITH OTHER EMPLOYEES, SUPERVISORS AND THE GENERAL PUBLIC.**

## **DESIRED JOB CHARACTERISTICS**

- **PUNCTUAL AND DEPENDABLE, WITH EXCELLENT ATTENDANCE BACKGROUND.**
- **NEAT AND CLEAN IN APPEARANCE.**
- **PERFORM ARDUOUS TASKS FREQUENTLY UNDER STRENUOUS, ADVERSE CONDITIONS.**
- **KNOWLEDGE HAVE OR THE ABILITY TO EASILY LEARN THE CITY GAS SYSTEM AND PHYSICAL LAYOUT AND ADJACENT AREAS.**
- **MUST BE ABLE TO WORK SCHEDULED DEPARTMENT HOURS AND OVERTIME WHEN REQUIRED.**

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**SIGNATURE**

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**DATE**

**GRADE 9**

**JD.PW- GAS-DIST MECH.WPD**

**REVISED 10/28/94, 5/22/95, 2/15/99, 1/14/02**

**JOB TITLE: DISTRIBUTION MECHANIC**

**EEO CLASS#: 8 LABORER (APPTRAK)**

**EEO CLASS#: 7 (ABRA)**

**EEO CLASS: SKILLED CRAFT**

**EEO4: UTILITIES/TRANSPORTATION**

