

GAS INFRASTRUCTURE TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Gas Infrastructure Technician is responsible for maintenance activities within the Gas Division's Infrastructure Management System (IMS). Duties include: some clerical responsibilities; inputting and scanning utility data into the IMS; maintaining service and valve card files; and maintaining and implementing the Gas Division records retention schedules. Input responsibilities associated with the valve, line marker, and service line database require the interpretation of data gathered through reading, understanding, and interpreting quarter section maps, engineering drawings, field as-builts, field surveys, valve books, service cards, work orders, and various database sources. This position provides hands-on support for downloading and uploading of information to field laptops.

Distinguishing Features: The work performed by the Gas Infrastructure Technician requires an understanding of gas and water regulations and standards, and coordinating the sharing of informational resources within the Utilities Department. This class differs from the Gas Infrastructure Specialist by the latter performing more complex duties including Quality Assurance/Quality Control, mapping and drafting using AutoCad, and acting as the technical expert with GPS equipment and procedures. This position assists with the implementation of various engineering drafting and mapping standards without performing actual drafting. This class receives general supervision from the Gas Technical Services Supervisor. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Basic knowledge of business fundamentals such as accounting, statistical analysis, and communications skills. Good (1 - 3 years) experience in data entry, analysis, and gas or water utility construction and maintenance experience.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, and other government agencies in order to convey data and utility information needs. Prepares written documents, such as proposals, procedures, memos, and letters, with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to transfer information to other parties. Prepares reports using written explanations, as well as spreadsheets, charts, and graphs to

illustrate data in the best manner. Assists in providing utility infrastructure training for field personnel and other staff, as directed by supervisor, using strong analytical, verbal, and written communication skills.

Manual/Physical: Distinguishes colors to detect various lines and symbols on Computer-Aided Drafting (CAD) drawings. Operates a variety of standard office equipment (stapler, hole punch, telephone, and facsimile machine) to perform normal daily office duties. Enters data or information regarding utility locations into a computer database. Uploads and synchronizes data from master Access databases to laptops (example: changes, work performed, or changes to history, and revisions to electronic maps). Manages the record retention program including filing and scanning of valve cards and service line cards into Adobe Acrobat, and extracts and labels them for electronic records retention and reference for Utilities and Engineering departments. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to job sites to verify data. May be required to perform work in a field location in a variety of extreme weather conditions.

Mental: Prioritizes own daily functions and may provide functional supervision to special project contract workers/temporary workers, as directed by immediate supervisor. Conducts research and/or analyzes system-related data to improve system performance. Comprehends and makes inferences from written material, including technical documentation related to systems applications. Develops procedures, implementation plans, and documentation and infrastructure training for field personnel and other staff, as assigned. Understands and interprets quarter section maps, engineering drawings, field as-builts, field surveys, valve books, and service cards in order to input related data into a computer database. Learns job-related material through on-the-job training and in a classroom setting regarding the City's utilities, GPS equipment, and other job-related requirements.

Knowledge and Abilities:

Knowledge of:

the symbols and terminology used in utility mapping and engineering drawings;
Microsoft (MS) Office, Word, and Lotus Notes;
interface between wireless communication devices and notebook computers, and other mobile devices;
Utilities GIS;
relational database concepts;
data warehouse and project management;
basic mathematics and geometry; and
personal computer (PC) operation and terminology.

Ability to:

follow established department objectives to complete work within project scope and milestone dates;
work in a team setting, as well as on own recognizance to translate divisional needs into applications;
interpret policy and regulations to identify impact on the operations, administration, and automated system;
interpret engineering drawings from sketches, verbal description, and specifications;
use and understand fractions, percentages, ratios and proportions, basic algebra, and geometry;

apply the practices and techniques of drafting to identify and extract necessary data for the Infrastructure Management System (IMS);
transfer as-built information into gas and water IMS;
identify new utility lines showing line size, valve locations, public easements, and related;
create a variety of spreadsheets, data analysis, charts, and forms, and comprehensive written reports;
determine and develop data collection methods, instruments, and reports for system evaluations and accountability;
perform detailed utility records research;
write procedures, job setup instructions, and perform program librarian duties; and
establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 67-200

PAY GRADE: 46

IND-9410

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