

## ENERGY RESOURCES CONSTRUCTION EQUIPMENT/SUPPLY SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** The Energy Resources Construction Equipment/Supply Specialist is involved in a variety of activities directed towards supplying work crews with the equipment and materials needed in the construction, maintenance, and repair of the City's gas and electric system. Incumbents are responsible for purchasing, maintaining, and inventorying adequate levels of equipment, supplies, and materials. Incumbents deliver this equipment and material to construction sites and are also responsible for maintaining, repairing, and/or calibrating equipment. Energy Resources Construction Equipment/Supply Specialists plan, organize, and coordinate vehicles and equipment scheduled for repair or Preventative Maintenance (PM) services. This class is responsible for performing related duties as required.

**Distinguishing Features:** The Energy Resources Construction Equipment/Supply Specialist is distinguished from other classes having materials and supply responsibilities by its responsibility for obtaining and maintaining specialized tools and equipment used in gas and electric construction, and for performing equipment maintenance, repair, and calibration of specialized and sensitive equipment as needed. Work requires considerable judgment and technical knowledge of the gas and electrical fields. The incumbent is required to use the appropriate safety equipment and procedures in performing assignments, and is expected to exercise considerable independence and initiative in daily activities. This position reports directly to the Energy Resources Material Management Supervisor. This class is subject to emergency call-out and must be willing to work overtime. 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 a minimum of two years full-time employment in underground, or utility-related construction work in natural gas or electric **OR** six months of full-time employment with the City of Mesa within the Energy Resources Department as a Field Worker II.

**Special Requirements.** Must possess a valid Arizona Class A Commercial Driver's License (CDL) or Commercial Learner's Permit (CLP) by hire date. CLP holders must successfully complete the City's Entry Level Driver (ELD) training program, the Third Party Examiner (TPE) administered skills (driving) test, and obtain a valid Arizona Class A CDL within 150 days of hire or promotion date. Must be able to successfully complete City of Mesa's operator qualification requirements within six months of hire date.

**Substance Abuse Testing.** This class is subject to Department of Transportation (DOT) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199 for the Pipeline and Hazardous Materials Safety Administration (PHMSA) **AND** Part 382 for the Federal Motor Carrier Safety Administration (FMCSA).

**Preferred/Desirable Qualification.** Experience with a public or private utility system.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, contractors, or vendors in order to explain, interpret, and obtain proper items necessary to the functioning of field crews in their daily work. Employee is responsible for gas and electric inventory, testing, and replacement, to include tracking rubber gloves and sleeves for the electric change out program, and tracking and recalibration of Combustible Gas Indicators (CGIs) hand held units for gas. Communicates with Purchasing to determine reorder levels. Establishes and maintains effective working relationships with management, coworkers, other City employees, vendors, salespersons, and contractors. Prepares mileage, time, and route sheets in order to convey daily activities during delivery of items. Prepares request for quotations.

**Manual/Physical:** Operates forklift, backhoe, and bucket truck, as well as motor vehicles (example: winch/boom truck, one-ton pickup, flatbed trailer truck) requiring a standard Arizona Class A CDL to transport material to and from construction job sites, and to pick up and deliver steel plates used to cover holes in the streets. Acquires, inventories, issues, and lays out materials for crews and contractors. Operates power-driven machinery, jackhammer, tamper, cutoff saw, air motors, water pumps, boring tools, box-end wrenches, Allen wrenches, and small engine repair tools to repair and maintain equipment utilized by construction crews. Moves objects that weigh up to 75 pounds or more for distances of 20 feet or more, to load and unload equipment with the assistance of a hand cart or other equipment. This daily job duty is a vital function of the position responsibilities. Maintains a log of materials used. Uses a forklift to store and set transformers. Maintains a stock inventory including: cable, transformers, connectors, conduit, wire, piping, poles, and spacers at storage locations. Maintains inventory of fire extinguishers and first aid kits in vehicles. Conducts yearly inventory of all equipment and ongoing field inventories of transformers as requested. Orders uniforms for field employees. Participates in bid tabulation and places orders for materials, equipment, supplies, and services. Schedules safety glove and sleeve replacements. Operates a variety of standard office equipment, including a personal computer (PC), calculator, copier, and facsimile machine. Receives and cleans used materials and supplies. Cleans work area, field/shop equipment, shop lunchroom area, and tools. Works with cleaning fluids such as parts cleaner for engine equipment, using normal protective equipment to prevent accidental spills, and reduce exposure to self. Delivers vehicles to Fleet Services for scheduled maintenance. Installs and/or replaces filters, belts, hand tampers, and drive belts. Prepares boxed material, fusion plates, heating irons, line tools and rubber gloves for mailing to vendors for repair and testing. Performs physical inventories of steel bellhole plates, transformers, and barricades. Inspects objects such as shop tools and/or equipment to determine if equipment is safe and useable for field crews. Plans, organizes and coordinates vehicles and equipment that are scheduled for repair, or PM services through Fleet Services. Disposes of unsalvageable items. Checks special tools and equipment in and out of the supply room. Installs, maintains, and repairs gas or electric systems when needed. Detects traffic sounds and backup warning devices when working around moving traffic or equipment, and when making deliveries to crews on busy streets. Maintains storage areas in a neat and orderly fashion. Meets scheduling and attendance requirements.

**Mental:** Requisitions supplies and materials needed to stock supply room and/or shop area. Works with department supervisors to determine yearly use, and reorder schedule to maintain an adequate supply of products for the construction crews. Plans, organizes, and coordinates vehicles and equipment that are scheduled for repair, or PM services through Fleet Services. Arranges for the repair and/or replacement of tools and equipment. Evaluates used materials to determine which are salvageable. Organizes used supplies into the materials inventory. Determines when it is time to obtain bids for disposal of used wire and transformers. Provides estimate material quantities from engineering

drawings to warehouse to insure proper amount of materials for upcoming job assignments. Tracks rubber gloves and sleeves for the electric change out program, tracks and recalibrates CGIs for gas. Records data including names of equipment, tools, or materials delivered, job site location, and crew leader for inventory system. Plans, prioritizes, and organizes daily activities so as to minimize redundant travel requests, and expedite deliveries. An employee in this class is expected to exercise considerable initiative and independent judgment to move efficiently through the day's assignments. Comprehends and makes inferences from written material. Learns rules and regulations governing the purchase of commodities and services for the City. Performs simple arithmetic computations. Assesses field vehicles for problems as necessary. May act as a lead over an assistant on an as-needed basis for transferring materials and the general cleanup of storage areas. Learns job-related material in a classroom setting regarding safety, emergency gas and electric response, and gas leak training.

### **Knowledge and Abilities:**

#### Knowledge of:

general procedures for installing, maintaining, and repairing gas and electric services;  
the safety equipment and procedures used when working on and around various utility lines;  
the tools, equipment, materials, and supplies needed for installing, maintaining, and repairing gas and electric utilities;  
basic backhoe and related medium construction equipment operation procedures; basic automotive troubleshooting;  
polyethylene fusion equipment and procedures;  
basic computer skills, use of computer for research purposes, use of computer software for inventory; methods, policies, and procedures involved in purchasing a large quantity and variety of materials, supplies, equipment, and services;  
storage and inventory procedures and systems; and  
the City's purchasing procedures.

#### Ability to:

assist gas and electric crews and contractors by checking materials lists and construction plans for various projects, assembling and laying out the necessary supplies;  
requisition and/or purchase supplies and materials needed to stock supply room and shop area; maintain an adequate inventory of supplies and materials generally used in the construction, maintenance, and repair of the City's gas and electric system;  
check special tools and equipment in and out of the supply room;  
deliver tools, equipment, and materials to job sites to facilitate job completion by driving or towing needed medium construction equipment, or loading requested power and hand tools, equipment, and requested materials on a truck and driving the requested tools, equipment, and materials to the job site;  
operate a winch truck to pick up and deliver steel plates used to cover holes in the streets;  
maintain shop and supply area in a neat and orderly fashion to facilitate inventory control and easy location of needed tools, equipment, and materials;  
make minor repairs to tools and equipment;  
assess vehicle problems as needed and deliver vehicles to Fleet Services for routine maintenance;  
determine equipment, materials, and tools needed to complete a project; prepare bids, to include research and technical specifications if necessary; perform simple arithmetic computations;  
operate a variety of standard office equipment including a PC, calculator, copier, and facsimile machine;

follow established procedures for installing, maintaining, and repairing gas and electrical systems;  
use a variety of hand tools to install, maintain, and repair gas and electric utilities;  
operate a variety of light to medium construction equipment used to install, maintain, or repair gas and electric utilities;  
lift and carry heavy (50 - 75 pounds or more) equipment and materials; perform all of the physical requirements of the position;  
communicate effectively, both verbally and in writing; and  
interact with coworkers, contractors, salespersons, and the general public to 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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MJ/eb/th

CS4002.DOCX

EEO-S/M

JOB FCTN-TEC

Non-DOT Safety N

Non-DOT Random (PD) N

DOT Y

INCREMENTS 53-200

PAY GRADE: 48

IND-7502

SWORN-No

Non-DOT Security N

CDL Y

RESP N