

## **GAS MEASUREMENT TRAINEE**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Gas Measurement Trainee learns to perform a variety of skilled and semiskilled tasks in the distribution, regulation, and maintenance of residential, commercial, and industrial gas services. An employee of this class learns specialized gas service activities in the installation and maintenance of residential, commercial, and industrial meters; and in the construction, repair, and maintenance of district regulator stations. An employee in this class is also responsible for learning the activities of replacing and upgrading gas meters, piping, and regulators to ensure Department of Transportation (DOT) safety standards and local code compliance. Independent judgment must be used, as a Gas Measurement Trainee determines when to shut down a gas system due to leaks and hazardous code violations. Employees are required to use appropriate safety equipment and follow safety procedures in performing assignments. Employees may be subject to stand-by and emergency call-out during off hours. The position provides services for the City of Mesa and the Queen Creek/Magma System commercial customers. This position performs related duties as required.

**Distinguishing Features:** This class is supervised by a Utility Service Field Supervisor through conferences, meetings, observation of work in progress, and review of overall results achieved. Employees of the trainee class may progress to the Gas Measurement Specialist class by noncompetitive, criteria-based promotion after successful completion of required coursework, on-the-job training, and achievement of satisfactory performance appraisals. 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 Qualification Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED.

**Special Requirements.** Must successfully complete operator qualification training administered by the Energy Resources Department within 18 months of hire/promotion into the class and must retain qualification throughout employment in order to work on the City of Mesa's natural gas system. Must possess a valid Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** This class is subject to DOT drug and alcohol testing to comply with Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) regulations 49 Code of Federal Regulations (CFR) Part 199.

**Preferred/Desirable Qualification.** Two years' full-time employment in gas meter and service maintenance (example: a basic knowledge of gas regulators, industrial meters, measurement devices, safety relief valves, and pressure control in a gas distribution system) is highly preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with customers to handle complaints to determine validity and take appropriate action, and inform customer of action taken. Responds to customer utility problems ranging from pilot lighting, gas leaks, gas pressure problems, evidence of no gas to the home or commercial dwelling, gas outages, fires, and damaged facilities. Learns to maintain appropriate records and forms on gas meters and regulator stations to comply with Arizona Corporation Commission (ACC) and DOT requirements.

**Manual/Physical:** Duties typically require physical exertion, as some degree of truck and hoist maneuvering is necessary when replacing and removing large size meters. An employee of this class is subject to adverse weather conditions and works under the hazardous conditions associated with high-pressure natural gas.

*Learns to:* inspect master meters for regulator lock-up and safety problems annually; participate in all aspects of the installation, maintenance, and repair of district regulator stations and commercial/ industrial gas meters; operate service trucks (2-ton) requiring a standard Arizona Driver's License to respond to customer calls promptly, install gas meter sets, maintain gas system, and respond to emergencies; use common hand tools such as: hammers, saws, pipe wrenches, screwdrivers, or similar tools; work with paint and cleaning fluids to paint meters and maintain equipment; and perform physical inventories.

*Learns to:* move meters (sometimes over 50 pounds) for distances of up to and over 20 feet during installation; dig up ground to set meter boxes; move dirt and debris from around meter boxes; clean work area and equipment; measure distances using a tape measure to ensure the sets meet specifications; work in small, cramped areas (vaults with potential to contain poisonous gases or lack of oxygen) at heights of greater than 10 feet, under the hazardous conditions associated with natural gas, and under a variety of weather conditions; detect natural gas leaks while working on meters, regulators, etc.; inspect the operability of district regulators, regulator stations and related equipment, industrial and commercial meters, and measuring instruments; inspect the availability of necessary tools, equipment, and materials to perform work assignments; select commercial and industrial gas meters, regulators, orifices, and relief valves based on meter size; maintain operability of district regulators, regulator stations, and related equipment; shut down high pressure gas and remove and replace regulator body; calibrate pressure recorder and replace regulator adjustment loop; and clean vaults and check gas piping and fittings for corrosion.

*Learns to:* replace and upgrade industrial and commercial gas meters, piping, and regulators on a scheduled test program cycle; check cathodic protection, load changes, gas delivery pressure, odorization, regulator operations, orifice condition, and meter size to ensure proper operation and safety; build sets to code and specification in restaurants, factories, churches, hospitals, and other commercial sites; install insulating devices to ensure cathodic protection of service piping and meter from deterioration; set regulator operating pressure by using springs and orifices designated for application; determine adequacy of relief capabilities where applicable; isolate gas problems on appliances and red tag unsafe equipment; calibrate and repair a variety of gauges and equipment, including D-15 gas leak indicators and recorders; check pressure by using gauges, differential testers, deadweight testers, and combustible gas indicators; size meters and regulators for gas load requirements; and maintain a truck

stock of supplies (examples: a large variety of fittings, lubricants, and paints).

**Mental:** Analyzes and resolves regulation and measurement problems. Interprets codes and implements standards in the City system. Determines the safety of the gas system. Learns to complete gas regulation and measurement formulas and calculations of a complex nature. Comprehends and makes inferences from written material. Learns job-related material regarding regulations and gas distribution performance in a classroom setting.

**Knowledge/Skill/Abilities:**

Knowledge of:

the methods, materials, and equipment used in the installation and repair of gas meters, industrial, distribution, service regulators, and measurement instruments;  
the safety equipment and procedures used when working on and around natural gas lines;  
the federal regulations concerning gas pipeline safety standards;  
gas leak detection procedures;  
the basic principles of cathodic protection;  
the methods, materials, and equipment used in the installation and construction of gas lines; and  
gas regulators and district regulator stations operations and maintenance.

Skill in the use of small hand and power tools.

Ability to:

respond to commercial and industrial gas emergency calls involving fires, damaged services, and gas leaks;  
learn to troubleshoot and repair problems by using leak detection equipment;  
effectively express ideas to others both orally and in writing;  
maintain City uniform and personal appearance in order to be presentable to customers and the general public;  
print or write legibly;  
learn to analyze and resolve regulation and measurement problems;  
learn to evaluate pressure test results to ensure that they meet City and regulatory agency standards; and  
establish and maintain effective working relationships with management, employees, and utility customers.

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 53-200

PAY GRADE: 48

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