

GAS SYSTEM CREW LEADER

JOB DESCRIPTION

An employee may be assigned to work on the Gas System Valve Crew or the Gas System Construction/Maintenance Crew.

Classification Responsibilities: A Gas System Crew Leader provides supervision to a work crew engaged in the installation, construction, maintenance, and repair of the City's gas system. The Gas System Crew Leader is responsible for activities such as: gas system layout, construction and maintenance coordination, job site development, and serving as the City representative at the job site with authority to make changes to gas construction as conditions warrant. An employee in this class may function as either an equipment operator or the welder on a crew (*by assignment*). Incumbents are responsible for ensuring that the job is completed efficiently, effectively, and that the quantity and quality of work conform with established guidelines and procedures. Employees in this class respond to blowing gas or emergency calls as required. Work requires the Gas System Crew Leader to perform the same physical duties as defined in the classification specification for Field Worker II (*by assignment*). This class performs related duties as required.

Distinguishing Features: Job hazards include working around energized power lines; pressurized natural gas, water, and wastewater lines; and sewers under all weather conditions. Employees in this class are required to use and ensure the use of appropriate safety equipment as well as to follow and ensure the following of safety procedures at the job site. This class is subject to frequent emergency call-out and must be willing to work overtime and scheduled standby as required. This class is distinguished from other crewmembers by having supervision responsibilities, including rating the job performance of the other crewmembers. This class is distinguished from the Gas System Supervisor class by the Gas System Supervisor's responsibility for overseeing several crews and having full supervisory responsibilities over these crews. Incumbents in the Gas System Crew Leader class are supervised by a Gas System Supervisor through observation of work in progress, evaluation of results achieved, conferences, and reports regarding problems encountered. 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 five years' full-time work experience in the construction, maintenance, and/or repair of underground gas utility lines; **OR** three years' full-time work experience with the City of Mesa as a Field Worker II; **OR** two years' full-time work experience with the City of Mesa as an Equipment Operator II or Gas System Welder.

Special Requirements. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation and a quantitative fit test in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification (*by assignment*). Must be able to achieve City of Mesa's operator qualification requirements within six months of hire date. Must possess

a valid Arizona Driver's License by hire or promotion date. Must possess a valid Arizona Commercial Driver's License (CDL) Class A 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 certified as a Pipeline Welder or demonstrate proficiency in backhoe and related medium or heavy equipment operation by hire date.

Substance Abuse Testing. This class is subject to Department of Transportation (DOT) drug and alcohol testing as outlined in 49 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 Qualifications. None.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Prepares clear, concise written reports (example: crew time sheets, vehicle mileage and usage reports, reports on problems encountered, and other paperwork required to describe and document work completed and its associated costs), and expedites gas main shutdowns for tie-ins. Notifies customers of nature, duration, and cause of gas service interruptions. Answers questions and resolves customer complaints referred by crewmembers. Reports problems with equipment to Fleet Support Services for service, repair, or replacement. Leads, instructs, and mentors crewmembers regarding gas utility system installation, operations, and maintenance. Uses radio to communicate valve shutdowns.

Manual/Physical: Lifts and carries heavy (50 - 70 pounds or more) equipment and materials needed to carry out assignments using assistive devices (example: cart, power winches, rigging equipment, etc.) (*by assignment*). Works around or uses potentially hazardous materials requiring the use of specialized equipment. Works in confined spaces and at depths of ten feet or more under a wide range of weather conditions. Operates power-driven machinery such as: jackhammer, tamper, power puff tamper, boring machines, tapping machines, and wacker (*by assignment*). Operates a motor vehicle or equipment such as: a dump truck, crew truck, backhoe, various 1/2 and 3/4 ton, or larger trucks, etc., requiring a valid Arizona Class A CDL to service and maintain the City's gas system. Digs up ground using a pick, shovel, air spade, jackhammer, sharp shooter, air tools, or other tools to service and maintain the City's gas system; moves objects, tools, and equipment (up to 75 pounds) for distances of up to 50 feet to load/unload and place equipment/material at job site (*by assignment*). Moves material dirt and gravel using front loader or backhoe from one place to another. Manually excavates trenches and periodically exposes underground utility lines; backfills, compacts, and cold patches holes and trenches; shades, backfills, and compacts in conformance with established standard specifications for size and location of cut and type of fill material used (*by assignment*). Uses polyethylene fusion equipment and performs electric arc welding techniques and procedures in order to complete gas line construction, maintenance, and repair, depending on assignment. Assists in installing saddles, clamps, and other emergency repair devices to stop leaks in gas lines. Inspects crew trucks on a daily basis to ensure that all equipment is in

safe operating condition. Determines appropriate placement of barricades and traffic cones in order to safely reroute traffic away from the work area using traffic safety control procedures and practices. Detects traffic sounds and backup warning devices in order to repair valves located in the street. Participates in the specialized maintenance of gas lines. Uses a variety of tools and equipment used for the specialized maintenance of gas valves. Inspects and monitors work-related conditions to determine compliance with prescribed operating and safety standards regarding valve maintenance for gas. Detects natural gas leaks using a Combustible Gas Indicator to detect gas leaks around gas valves. Cleans equipment truck or air compressor, and grease gun to maintain in proper condition.

Mental: Assesses individual crewmember's work performance to conduct fair, equitable, and job-related performance evaluations as required. Interprets project plans and diagrams detailing type and scope of work to be done to determine equipment, materials, and supplies needed to complete a project. Outlines work assignments, prioritizes, and assigns tasks to crewmembers in a way that ensures efficient and effective utilization of manpower and equipment. Facilitates timely completion of daily assignments. Interprets blueprints or plat books, construction as-builts, or other visual aids to find and identify newly installed valves. Prepares pavement repair tickets for permanent repairs. Ensures that an adequate inventory of materials and supplies are available to complete daily assignments. Monitors activities of individual crewmembers to ensure that work is completed properly and in conformance with established safety practices. Coordinates work activities such as valve shut downs and main tie-ins with other City departments, other agencies, or contractors working on City lines. Instructs crewmembers in new and revised techniques and procedures used in the construction, maintenance, and repair of gas lines in order to increase their skill level and improve the overall efficiency and effectiveness of the crew. Learns job-related material through on-the-job training regarding gas valve maintenance.

Knowledge/Skills/Abilities:

Knowledge of:

the general procedures and guidelines for installing, maintaining, and repairing gas services;
the safety procedures and equipment used when working on or near underground utility lines;
the materials, supplies, tools, and equipment needed for the installation, maintenance, and repair of gas lines;
basic backhoe and related equipment operation procedures;
polyethylene fusion equipment, Lyco fittings, and procedures;
procedures as applied to gas line construction, maintenance, and repair;
electric arc welding techniques and procedures as applied to gas line construction, maintenance, and repair (*by assignment*);
traffic control procedures and practices utilizing barricades and traffic cones; and
basic principles and practices of employee supervision and training.

Skill in:

the care and operation of equipment used for the installation, maintenance, and repair of gas lines (example: backhoe, front end loader, oxyacetylene torch, etc.); and
the care and use of a variety of tools used to install, maintain, and repair gas lines.

Ability to:

assess and control emergency maintenance situations;
participate in all aspects of construction, maintenance, and repair of the City's gas system; and
establish and maintain effective working relationships with supervisors, coworkers, contractors, and the
general public.

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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JOB FCTN-TEC

INCREMENTS 53-200

PAY GRADE: 49

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