



PO Box 449  
 Utquiagvik (formerly Barrow), Alaska 99723

### Job Description

<b>JOB TITLE:</b>	Natural Gas Serviceperson
<b>REPORTS TO:</b>	Natural Gas Foreman, then Assistant Natural Gas Superintendent, then Natural Gas Superintendent
<b>SUPERVISES:</b>	May be crew lead or foreman, depending on seniority
<b>FLSA STATUS:</b>	Nonexempt (hourly)
<b>UNION &amp; GROUP:</b>	Union (02282-003 Nonlineman)
<b>DOT SAFETY-SENSITIVE:</b>	Yes, PHMSA Emergency Responder
<b>DATE APPROVED:</b>	revision pending approval
<b>STATUS:</b>	Permanent, full-time
<b>SCHEDULE:</b>	Monday through Friday, 8:00 AM to 5:00 PM (40 hours/week) and OC/OT/DT as needed

### POSITION SUMMARY

Perform operations, maintenance, construction work, and operate equipment related with installation and repair of gas utility lines, meters, and related equipment.

### OBJECTIVES

1. Ensure the Cooperative’s distribution and facilities are maintained, operated and constructed in a safe and efficient manner consistent with industry standards and regulations.
2. Support the company’s vision of excellent member service by ensuring reliable system operation and encouraging crews and contractors to work in a courteous, professional, and member friendly manner.

### ESSENTIAL FUNCTIONS (include but are not limited to the following)

#### A. General

1. Efficiently works to complete customer and compliance orders in a timely manner and in accordance with company policies and procedures, BUECI’s Natural Gas System Procedural Manual Operations and Maintenance, and Emergencies (revised Nov. 2017), and operator qualifications procedures.
2. Observes all safety requirements and regulatory guidelines to ensure compliance.
3. Actively and accurately documents activities as required.
4. Assists in conducting investigations of high bill complaints, stop meters and special readings by meter reading validation.
5. Uses a variety of tools (hand, air, shovels, etc.) while performing distribution crew activities.
6. Ensures truck is stocked with equipment, supplies, tools and other equipment in neat and orderly condition.
7. Installs gas mains and service lines, repair leaks, and broken gas lines, charge newly-installed lines with gas, install/replace meters and meter boxes, install valve rings and valve boxes, pressurize meters, adjust and set regulators, locate utility lines, conduct leak surveys to locate/identify leaks,

conduct fusion on plastic gas pipe, weld pipes, connect gas service for customers, light pilots, inspect piping, install appliances, or other related tasks.

8. Conduct testing and inspection, take readings and record data; inspect safety of gas services; perform pressure tests.
9. Respond to questions, complaints, and emergency calls regarding gas line breaks, potential gas leaks, and high gas consumption; verifies operation of appliances with customers; investigate customer complaints and research problems; initiate appropriate action to ensure problem resolution.
10. Transport, haul, load, and unload various equipment and materials used in projects or at work sites.
11. Perform general/preventive maintenance tasks necessary to keep equipment, and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
12. Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.
13. Assists in ensuring adequate inventory of parts, tools, equipment, and supplies to conduct work activities.
14. Prepares or completes various forms, reports, correspondence, checklists, logs, work orders, gas tap sheets, cut-on sheets, leak sheets, materials records, vehicle maintenance records, readings, or other documents.
15. Regular attendance is required as outlined in the company's attendance policy.
16. Other duties as assigned.

#### **B. Personnel Supervision (if Crew Lead or Foreman)**

As per terms of collective bargaining agreement when relevant:

1. Ensure the efficient use of crew time
2. Develop employees and direct training as needed
3. Provide technical advice and assistance to support the natural gas crews
4. Performs on-call duty, responds to outages and system emergencies when necessary
5. Ensure natural gas crews construct facilities in accordance with approved staking sheets and industry standards by performing in-progress inspections of work.

#### **SKILLS, KNOWLEDGE & ABILITIES:** (These are required to perform the essential functions of the job.)

Must be able to:

1. support a culture of safety excellence and promote a shared sense of responsibility for safety.
2. use good judgment when working in potentially hazardous and emergency environments .
3. operate a variety of equipment, machinery and tools as necessary to complete essential functions, which may include, but is not limited to: a trencher, utility locator, air compressor, welding machine, electric fusion machine, combustible gas indicator, gas detection tools, meters, gauges, mechanic tools, hand tools, digging tools, measuring devices, or radio communications equipment.
4. handle multiple tasks effectively, work under pressure and to prioritize.
5. proficiently read, write and communicate clearly in English.
6. maintain a positive and professional attitude and an effective working relationship with, and among coworkers.
7. travel throughout the Utqiagvik (Barrow) area regularly.

8. perform addition, subtraction, multiplication, and division.
9. communicate effectively and diffuse/de-escalate difficult situations.
10. stand and walk around regularly, both inside and outside, sometimes in inclement weather and on uneven terrain.
11. operate vehicles every day. Must have ability to react to adverse driving conditions in both summer and winter.
12. pass pre-employment drug screen and be subject to random drug testing per DOT requirements
13. pass a pre-employment background check
14. lift, carry, push and/or pull objects and materials up to 100 lbs.
15. work in environment with exposure to adverse environmental conditions such as extreme cold, dirt, dust, pollen, odors, wetness, humidity, rain, extreme noises, fumes, machinery, vibrations, traffic hazards, bright/dark light, or animal/insect bites.
16. Smell odorant used to detect gas leaks

### **MINIMUM QUALIFICATIONS**

- High school diploma or GED; and
- Three (3) years previous experience and/or training involving gas utility installation/repair, general maintenance work, and/or equipment operation; or
- Any equivalent combination of education, training, and experience which provides the knowledge, skills, and abilities for this job.
- Must possess and maintain Natural Gas Operators Qualifications Certifications within the first 12 months of hire for this position.
- Valid Alaska driver license with a satisfactory driving record at normal group rates.

### **PREFERRED**

- Field operations experience to include natural gas distribution crew work
- Experience with heavy equipment operations
- Technical school training and certification

BUECI reserves the right to revise or change job duties and responsibilities. This position guide does not constitute a written or implied contract of employment.

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