



# Barrow Utilities and Electric Cooperative, Inc.

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## Job Description

<b>Job Title:</b>	Natural Gas Serviceman	<b>Supervises:</b>	Non-Supervisory
<b>Division:</b>	Natural Gas	<b>DOT Safety Sensitive:</b>	Yes, PHMSA
<b>Reports to:</b>	Natura Gas Superintendent	<b>FLSA Status:</b>	Non-exempt, hourly
<b>Union status:</b>	Union	<b>Starting Pay</b>	\$39.66 hourly Per Union CBA
<b>Status:</b>	Permanent, Full Time	<b>Work Schedule</b>	Monday - Friday 8am-5pm Rotating on-Call
<b>Date:</b>	October 7, 2022		

### Summary:

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

### Essential Duties and Responsibilities:

include but are not limited to the following

- Responsible for the efficient operation, maintenance and repairs within the Cooperative's distribution and facilities in a safe and efficient manner consistent with industry standards and regulations.
- 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.
- 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.
- Observes all safety requirements and regulatory guidelines to ensure compliance.
- Actively and accurately documents activities as required.
- Assists in conducting investigations of high bill complaints, stop meters and special readings by meter reading validation.
- Uses a variety of tools (hand, air, shovels, etc.) while performing distribution crew activities.
- Ensures truck is stocked with equipment, supplies, tools, and other equipment in neat and orderly condition.
- 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.
- Conduct testing and inspection, take readings and record data; inspect safety of gas services; perform pressure tests.
- 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.
- Transport, haul, load, and unload various equipment and materials used in projects or at work sites.
- 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.

- 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.
- Assists in ensuring adequate inventory of parts, tools, equipment, and supplies to conduct work activities.
- Prepares or completes various forms, reports, correspondence, checklists, logs, work orders, gas tap sheets, cut-on sheets, leak sheets, materials records, vehicle maintenance records, monthly meter readings, or other documents.
- Regular attendance is required as outlined in the company's attendance policy.
- 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.
- Other duties as assigned.

**Personnel Supervision: (if Crew Lead or Foreman)**

As per terms of collective bargaining agreement when relevant:

- Ensure the efficient use of crew time
- Develop employees and direct training as needed
- Provide technical advice and assistance to support the natural gas crews
- Performs on-call duty, responds to outages and system emergencies when necessary
- Be alert, observe and promptly report inefficient, unsafe conditions and equipment to system operations.
- Ensure natural gas crews construct facilities in accordance with approved staking sheets and industry standards by performing in-progress inspections of work.

**Knowledge, Skills, and Abilities:**

- Knowledge of all applicable Cooperative policy and adherence to said policies.
- Knowledge of potentially hazardous and emergency environments.
- Knowledge of iVue System to include trouble reports and shop orders.
- Ability to manage schedules, personnel, and workflow of projects with changing schedules and deadlines while responding emergencies.
- Ability to handle multiple tasks effectively, work under pressure and to prioritize.
- Ability to maintain a positive and professional attitude and an effective working relationship with, and among coworkers.
- Ability to perform addition, subtraction, multiplication, and division.
- Ability to effectively operate vehicles every day.
- Good communication skills.
- Ability to smell odorant used to detect gas leaks
- To represent the Cooperative in a manner that shows the highest regard to customer service.

**Education, Experience, Certifications, and License Required:**

- High school diploma or equivalent
- Three years previous experience and/or training involving gas utility installation/repair, general maintenance work, and/or equipment operation; OR equivalent combination of education, training, and experience.
- Must possess and maintain Natural Gas Operators Qualifications Certifications within the first 12 months of hire for this position.
- Valid Alaska driver's license with a satisfactory driving record.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.

- Must pass pre-hire physical examination.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires full range of physical motion to perform all manner of routine operational and maintenance duties associated with this position.
- Constantly is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, and controls.
- Frequently required to sit, climb, balance, stoop, kneel, crouch, and crawl regularly, both inside and outside, sometimes in inclement weather and on uneven terrain.
- Communicate clearly by radio and phone.
- Occasionally lift and/or move up to 100 pounds i.e., 90 lbs jackhammer, loaders, and fusion equipment.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Ability to work more than 40 hours in a given week including weekend assignments as required.
- Ability to work efficiently in an outdoor or indoor environment as needed.
- Ability to utilize all types of safety equipment, i.e. head gear, hearing protection, eye protection, respirators and other safety devices.
- Must work in adverse weather condition, extreme cold and dark areas.
- Must be able to work in high areas.
- Must be able to work in confined space areas.

**Work Environment:**

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies moderate to high.
- Occasionally works in outside weather conditions including extreme cold and darkness.
- Occasionally works near moving mechanical parts, in high precarious places, and is occasionally exposed to heat, wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and vibration.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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