



JOB DESCRIPTION

Job Title: Natural Gas Operator
Department: GMSA
Classification: Non-Exempt
Safety Sensitive
Pay Grade: Grade 9
Pay Range:

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$28,330	\$35,396	\$45,337

Reports to: Utility Superintendent
Date Updated: September 2019

SUMMARY

Under the supervision of the Utility Superintendent, the Gas Maintenance employee performs responsible duties by maintaining a safe and working system with general maintenance and upkeep and maintaining all required paperwork.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Odorization testing and maintenance
- Leak repairs
- Testing regulators and reliefs
- OKIE locates
- New service connections
- Service disconnections
- Available to be on-call
- Other duties as assigned

PERIPHERAL DUTIES

- Backup for GMSA departments as needed
- Emergency response when utilities have been damaged
- Makes appropriate decisions for proper customer service
- Helps subordinates accomplish tasks, as needed

- Abides by all standards, conduct and policies, as stated in the Personnel Policy and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SAFETY SENSITIVE POSITION

This position is a 'Safety Sensitive' position as defined by the United States Department of Transportation and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "Safety Sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana License will not excuse you from the testing process, or the consequences of testing positive for marijuana.

This position performs the following 'Safety Sensitive' Duties:

- Operation of motor vehicle, other vehicle, equipment, machinery or power tools;
- Operation, maintenance or oversight of critical services and infrastructure including but not limited to electric, gas, and water utilities.

QUALIFICATIONS

Education, Licensure, or Certification

- High School Diploma or GED
- Driver's License
- Class D Water License
- Poly Welding Certified
- 12 Months allowed to obtain Licensing or Certifications

Experience, Specialized Knowledge, and Other Requirements

- General Computer Skills
- Ability to operate equipment within the gas system

Knowledge, Skills and Abilities – With or without accommodations

Knowledge

- Knowledge of natural gas transmission and distribution system
- Customer Service

Physical

- Has ability to perform physical activities such as standing, walking, and shoveling for long periods of time.
- Ability to lift and carry heavy loads
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction
- Has ability to work within environment described below

Cognitive

- Ability to listen, understand, read, write and communicate information
- Ability to follow rules and regulations of GMSA
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems
- Ability to be aware of changing environments as this position will not be in the same place for long periods of time.
- Ability to establish and maintain effective working relationships with subordinates, peers, superiors and the public

The physical and cognitive 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.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works outside under normal and extreme weather conditions. The employee regularly stands, walks and shovels for extended periods of time.

Personal protective equipment shall be provided by the City and shall be worn when required.

SUMMARY

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand my duties described above, and I am aware my position is classified as a Safety Sensitive position and I am subject to Random Drug Screening.

Employee

Date