

PERSONNEL COMMITTEE

13-0134R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF REGULATOR MECHANIC AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of regulator mechanic, which were approved by the civil service board on March 5, 2013, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall remain subject to the city's collective bargaining agreement with its basic unit employees, that the pay range will change from Pay Range 30, pay rate of \$3,718 to \$4,417 per month. This is a change from Pay Range 29, \$3,573 to \$4,215 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:

[Signature]

Department Director

Approved for presentation to council:

[Signature]

Chief Administrative Officer

Approved as to form:

[Signature]

Attorney

Approved:

[Signature]

Auditor

HR CT:ls 3/13/2013

STATEMENT OF PURPOSE: This existing classification has been rewritten extensively to reflect the work currently being performed, the current requirements to perform this work, and placed it in our new format. The primary changes were to include responsibility for the gas odorization process, to clearly include responsibility for pressure maintenance throughout not only the

gas distribution system, but also the water distribution system, and to provide a means for obtaining qualified individuals should there be no qualified individuals internally. The qualifications were also updated to cover new electronic sensors and controls in the SCADA system. The pay rate negotiated for this classification is Pay Range 30, pay rate of \$3,718 to \$4,417 per month. This is a change from Pay Range 29, \$3,573 to \$4,215 per month.

REGULATOR MECHANIC

SUMMARY/PURPOSE: To perform skilled work related to the installation, maintenance, operation, and repair of regulated pressurized distribution systems and to prepare documentation of this work to be submitted to PHMSA and MNOPS during the annual audit of the gas utility.

This classification has the primary responsibility for maintaining effective pressures either directly or remotely through the water and gas distribution systems. This includes not only maintenance of the devices used, but setting limits and making all necessary adjustments as well as providing safe bypasses to maintain service.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

~~1. Perform skilled work involved in the maintenance, adjustment and repair of gas regulators, reliefs, water pressure reducers, surge arresters, air & altitude valves.~~

~~* A. Perform work to diagnose the cause of equipment malfunctions.~~

~~* B. Perform work to clean, repair and rebuild water and gas pressure regulators and reducers.~~

~~* C. Perform work to calibrate and test regulators.~~

~~* D. Establish a temporary bypass system to maintain gas or water services during a scheduled testing, installation, or maintenance.~~

~~* E. Perform work to ventilate and pump manholes, vaults or other confined spaces and monitor oxygen, H₂S, and combustible levels of confined spaces.~~

~~* F. Perform work to cut, fit, thread and tap pipes.~~

~~* G. Perform work to install valves.~~

~~* H. Perform work to build gas regulators and relief stations from engineering blue prints and/or drawings.~~

~~2. Perform related work as assigned.~~

~~* A. Respond, evaluate, and act in accordance with established department and City policies and procedures to ensure the safety of self, property and the public.~~

~~* B. Perform duties related to property maintenance, such as moving and storing inventory.~~

~~* C. Operate service vehicles.~~

~~* D. Prepare and maintain records and reports.~~

~~* E. Attend required training session.~~

~~* F. Investigate customer complaints and provide courteous service.~~

1. Monitor, adjust, troubleshoot, repair, and operate equipment to maintain the proper odorization of gas distributed through the system.

2. Build, install, adjust, maintain, and repair gas and water distribution system regulators, reliefs, pressure reducers, and pressure transmitters.

3. Diagnose the cause of distribution and transmission system equipment and control malfunctions.

4. Clean, repair, and rebuild, test and calibrate water and gas pressure regulators, reliefs, and reducers, computerized pressure transducers, and related equipment.
5. Establish Build and install temporary bypass systems to maintain gas or water services during a scheduled testing, installation, ~~or~~ maintenance, or repair.
6. ~~Perform work to~~ Ventilate and pump manholes, vaults or other confined spaces and monitor oxygen, H₂S, and ~~combustible~~-levels of those or any other hazardous gases in confined spaces.
7. Maintain at all times a safe work environment.
8. Train subordinates in correct and safe operating procedures.
9. Guide assigned personnel in the execution of work with the regulated pressurized distribution system.

Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Education & Experience Requirements

1. Completion of the City of Duluth Water & Gas Maintenance apprenticeship program or Utility Operator apprenticeship program, or
2. Three years of full-time experience installing, repairing, and calibrating and adjusting gas and/or water distribution system regulators and reliefs.

License Requirements

1. Possession of a valid Minnesota Driver's license or equivalent. ~~privilege by date of appointment and thereafter.~~
2. Acquire and maintain OQ (Operator Qualification) certification as required by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) within six months of appointment.

Knowledge Requirements

1. Extensive knowledge of the methods, equipment and materials used in high-pressure plumbing, pipe fitting, and related trades as they apply to water and gas distribution.
2. Knowledge of construction work methods and procedures related to maintenance and repair of water and gas distribution systems.
3. Knowledge of the use, operation and maintenance of pumps and compressors.
4. Knowledge of the use, operation and maintenance of threading and tapping tools and machines.
5. Knowledge of the use, operation and maintenance of fittings, valves and regulators and reliefs.
6. Extensive knowledge of applicable safety precautions and safe work methods.
7. Extensive knowledge of OSHA, PHMSA, and MNOPS, and all applicable rules, laws, and regulations.
8. Knowledge of the use of computers and associated application software.

9. Knowledge of engineering blue print drawings and/or schematics and electrical schematics.
10. Knowledge of troubleshooting, diagnosing, repairing, plumbing, electrical, of electronic and mechanical equipment related to the SCADA system, to include electronically controlled valves and gas regulation equipment.
11. Knowledge of micro-computer and programmable logic controller operation.
12. Knowledge of mercaptan.
13. Knowledge of math sufficient to calculate pressure, volume, flow, and related calculations based on principles such as Boyle's Law, the Ideal Gas Law, etc.

Skill Requirements

1. Skill in diagnosing and repairing water and gas regulated system problems.
2. Skill in the use of hand and power tools.

Ability Requirements

1. Ability to drive a service truck and operate motorized equipment such as a snowblower to access regulator stations.
2. Ability to establish and maintain relationships with supervisors, co-workers, contractors and the public.
3. Ability to diagnose and repair regulator and relief stations. ~~Ability to use hand and power tools.~~
4. Ability to instruct personnel in safe operating procedures. ~~and lead subordinate employees.~~
5. Ability to attend work on a regular basis.

Physical Ability Requirements

1. Ability to work outside year-round.
2. Ability to work in damp and confined spaces.
3. Ability to occasionally stoop to perform service tasks.
4. Ability to occasionally lift, carry and position tools and equipment weighing up to 50 pounds individually, and up to 100 pounds with assistance.

Genlst: CT	Job #: 4207	Union: Basic	Pay: 30	CSB:
CC:	Res:	EEOC: Skilled Craft	EEOF: Utilities/Transportation	WC: 7502