

GAS CONTROL OPERATOR II

PURPOSE:

Coordinate the flow of natural and manufactured gas throughout the City's distribution system in a safe, efficient manner.

FUNCTIONS:

1. Coordinate the flow of natural and manufactured gas throughout the City's distribution system in a safe, efficient manner.
 - * A. Control the maximum daily volume of available gas while maintaining volume and pressure of gas required for consumers' demands.
 - * B. Review correlating data such as pressure and temperature with variables affecting consumer demand, such as weather conditions and time of day to forecast load adjustment.
 - * C. Curtail the supply of gas to interruptible customers when load demand exceeds contracted supplies or to maintain adequate system pressure.
 - * D. Monitor telemetric systems to determine gas pressure, volume, and consumption, and record instrument reading accurately.
2. Operate and maintain a peak shaving plant.
 - * A. Perform the operation of increasing gas volume and supply during periods of extreme demands for gas.
 - * B. Operate and maintain plant equipment.
3. Operate and maintain propane storage system.
 - * A. Operate and maintain all LPG equipment.
 - * B. Perform the operation of unloading large volumes of propane gas from railroad cars to the propane storage tanks.
 - * C. Perform the operation of loading and unloading propane transfer trucks.
 - * D. Perform the operation of filling portable propane tanks.
4. Operate and maintain odorant stations.
 - * A. Calculate and calibrate amount of odorant to inject into the gas distribution system of the City of Duluth.
 - * B. Perform the operation of filling storage tanks with odorant.
5. Operate and maintain department boilers and heating systems.
 - * A. Perform the operation of cleaning, maintaining, and repairing steam boilers and other heating equipment at assigned locations.
6. Perform duties of the cathodic protection program.
 - * A. Record and report current readings from cathodic test stations and readings from

- pipes and regulators.
- * B. Install cathodic protection devices.
- * C. Install cathodic protection test stations and lead wires.

JOB REQUIREMENTS

1. EDUCATION AND EXPERIENCE

- A. Three (3) years experience as a Gas Dispatch Operator I or Gas Control Operator I with the City of Duluth Water and Gas Department.

2. KNOWLEDGE REQUIREMENTS

- † A. Basic knowledge of mathematics.
- † B. Basic knowledge of properties of natural gas and propane liquid and gas.
- † C. Knowledge of low pressure boiler operation, maintenance and repair.
- † D. Knowledge of plumbing, electrical, electronic, and mechanical systems and their maintenance and repair.
- † E. Knowledge of Mercaptan.
- † F. Knowledge of microcomputer operation.

3. SKILL REQUIREMENTS

- A. Skill in the maintenance and repair of mechanical, plumbing, electrical, and electronic systems.
- † B. Skill in accurately recording data using various means, including electronic.

4. ABILITY REQUIREMENTS

- † A. Ability to transport oneself and the tools and equipment used in the job to the various locations required throughout the City of Duluth and surrounding area. This is usually evidenced by possession of a valid Minnesota Class "D" Drivers' License or privilege.
- † B. Ability to make calculations, comparisons, projections, predictions, charts, and reports.
- † C. Ability to read and interpret charts, gauges, and meters.
- † D. Ability to be detailed and accurate.
- † E. Ability to use hand and power tools.
- † F. Ability to comprehend oral and written instructions.
- † G. Ability to communicate verbally.
- † H. Ability to exercise good judgement and resourcefulness in emergencies.
- † I. Ability to work independently with little supervision.
- † J. Ability to be pleasant and tactful with the public.
- † K. Ability to work shifts.
- † L. Ability to lift and transport using mechanical aids 75 pounds occasionally when filling propane tanks and up to 40 pounds when performing maintenance work on tanks and equipment.
- † M. Ability to walk, climb using ladders and stairs, twist, stoop, reach, and balance while performing maintenance work on tanks and equipment, and loading and unloading

- † N. propane.
Ability to work outside in inclement weather while transferring propane and checking and maintaining border stations.
- † O. Ability to work in a safe and efficient manner in compliance with established safety policies and procedures.

* Essential functions of the classification.

† Minimum qualifications required on the first day of employment.

| | |
|---------------|---------------|
| Anlst: CT | Date: |
| Union: Basic | Pay: 28 |
| CSB: 05/06/03 | Class: 4212 |
| CC: 05/27/03 | Res: 03-0350R |