

UTILITY SERVICE JOURNEYPERSON

PURPOSE: Perform semi-skilled and skilled water and gas utility work.

FUNCTIONAL AREAS In training, under supervision:

1. Perform maintenance and repairs to furnaces and other gas appliances.
 - * A. Perform removal, cleaning and reinstallation of main burners, pilot burners, safeties, blower assemblies, filters, clean-out doors, vent bonnets, gaskets, etc.
 - * B. Inspect combustion chambers for cracks, holes, or water leaks.
 - * C. Perform lubrication of vent motors, circulating pumps and motors, drive motors, and blower assemblies.
 - * D. Inspect and adjust or replace fan belts.
 - * E. Inspect furnaces and other gas appliances for improper installations and for unsafe conditions such as improper venting or gas leaks.
 - * F. Troubleshoot electrical circuits in furnaces.
 - * G. Troubleshoot and replace faulty breaching and liner tee's.

2. Perform gas and water meter work.
 - * A. Investigate gas leak reports and consumption complaints.
 - * B. Determine location of and operate curb boxes.
 - * C. Perform installations and removals of water meters, gas meters, regulators, and reliefs.
 - * D. Test water and gas services.
 - * E. Perform the disassembly, cleaning, and rebuilding of gas meters, water meters, regulators, and relief valves.
 - * F. Operate a variety of equipment used for gas leak detection, meter and regulator testing, and air monitoring.
 - * G. Record consumption data from gas and water meters.
 - * H. Test regulators and reliefs.
 - * I. Perform installations, troubleshoot, and make repairs to remote read systems.
 - * J. Perform gas leak survey work, troubleshoot hard-to-find gas leaks using flame ionization equipment, and classify leaks.
 - * K. Test, repair, and calibrate water and gas meters.

3. Perform sheet metal and related work.
 - * A. Maintain garage doors, air-handling units, air conditioning units, roof units, and roof vents.
 - * B. Perform building maintenance, including repairing and installing door locks and light fixtures.
 - * C. Provide information to customers on problems and/or code violations with venting or duct work for gas appliances, and follow-up on code violations.
 - * D. Install, inspect, and make repairs to chimney liners, furnace duct work, and venting.
 - * E. Estimate materials and labor for sheet metal and piping work.

- * F. Perform plumbing and venting of gas appliances.
 - * G. Assist other employees in the shop and in the field.
 - * H. Perform work to install guards for gas services.
4. Perform plumbing work.
- * A. Install gas services and piping, including connecting gas services and emergency overland gas lines to existing house piping.
 - * B. Perform work to repair gas leaks on meters, regulators, and relief valves.
 - * C. Conduct flow tests on large water services.
 - * D. Make repairs to water services.
 - * E. Install hydrant water meters.
5. Perform related work.
- * A. Operate communication equipment to obtain and dispatch orders.
 - * B. Record information on service orders, inspection orders, work orders, etc.
 - * C. Maintain accurate logs and records.
 - * D. Operate computer to locate pertinent information.
 - * E. Train assigned apprentices in all aspects of their job.
 - * F. Advise utility customers of necessary furnace maintenance.

JOB REQUIREMENTS

1. Education and Experience Requirements

- ** A. Completion of the State of Minnesota Utility Serviceperson apprenticeship.

2. License Requirement

- ** A. Possession of a valid Minnesota Class "D" driver's license or privilege by the date of appointment and thereafter.

3. Knowledge Requirements

- ** A. Knowledge of basic electricity and electronics.
- ** B. Knowledge of basic math to calculate input, areas, volumes, flows, and price.
- ** C. Knowledge of defensive driving techniques and vehicle operation regulations.
- ** D. Knowledge of the principles, methods, equipment, and materials used in water and gas utility work.
- ** E. Knowledge of the principles, methods, equipment, and materials used in water and gas meter installation and repair, gas venting, and gas plumbing repair.

- ** F. Knowledge of the principles, methods, equipment, and materials used in gas appliance installation and maintenance.
- ** G. Knowledge of the proper procedures and instruments used in testing water and gas lines.
- ** H. Knowledge of applicable safety precautions and safe work methods.

4. Skill Requirement

- ** A. Skill in the use of hand and power tools.
- ** B. Skill in the use of water and gas testing instruments used in the calibration of equipment and gas leak detection.

5. Ability Requirements

- ** A. Mechanical ability.
- ** B. Ability to accurately read and enter numerical figures.
- C. Ability to take measurements for shop fabrication.
- ** D. Ability to safely operate required motorized equipment.
- ** E. Ability to follow oral, written, and diagrammatic instructions.
- F. Ability to instruct and lead new employees.
- ** G. Ability to establish and maintain effective working relationships with co-workers and with the general public.
- ** H. Ability to work outdoors year round in all types of weather.
- ** I. Ability to work at heights on ladders, scaffolds, and roofs.
- ** J. Ability to frequently kneel and stoop when working on equipment.
- ** K. Ability to work in dusty conditions.
- ** L. Ability to work in confined spaces.
- ** M. Ability to routinely lift and carry items such as burners, vacuum cleaners and toolboxes weighing up to 25 pounds. Employees assigned to the Meter Shop routinely lift and carry items such as two inch water meters weighing up to 45 pounds and occasionally lift and carry with assistance large meters weighing up to 100 pounds.
- ** N. Ability to work expanded shifts and/or be called in for emergency work with little or no advance notice.
- O. Ability to become qualified to do all "covered tasks" as mandated under the Operator Qualifications rule put forth by the Department of Transportation Office of Pipeline Safety.
- ** P. Ability to attend work on a regular basis.

* Essential functions of the job.

** Job requirements necessary on the first day of employment.

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