



**TITLE: Gas Service Technician**  
**PG: GM**  
**DEPARTMENT: Public Utilities – Gas**  
**REPORTS TO: Utility General Supervisor – Gas**  
**REVISION DATE: JULY 2022**

**PURPOSE OF POSITION:**

The purpose of this position is to perform intermediate skilled work in the construction and maintenance of the installation and relocation of gas service lines, meters, regulators and related devices; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate gas department personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Installing and relocating gas lines, domestic and commercial meters and regulators.
2. Inspects gas service to ensure compliance with codes.
3. Responds to emergencies involving the natural gas distribution system.
4. Responds to and investigates gas leaks.
5. Restores and discontinues gas services.
6. Lights and inspects gas appliances.
7. Locates, tests and repairs gas leaks.
8. Meets with customers, advises on gas installation.
9. Assists with coordination of independent pipeline contractors.
10. Locates underground utilities for construction and/or repair.
11. Re-lines disturbed lines, reads gas meters, changes faulty meters.
12. Stocks utility vehicles with equipment, materials, meters, regulators, etc. as required.
13. May be required to work overtime and/or be on call, and be able to respond to emergencies within a reasonable time.
14. Regular and predictable attendance.
15. Ability to work in a cooperative manner with others.
16. Performs related tasks as required.

**MINIMUM QUALIFICATIONS:**

- High School Diploma/GED.
- Two (2) to five (5) years' recent work experience in natural gas distribution operations or related field; or an equivalent combination of education, experience, and training.
- Must have a valid driver's license.

**SPECIAL REQUIREMENTS:**

- Must successfully complete Operator Qualification training administered by the Gallatin Natural Gas Department within 6 months of hire/promotion into the class, and must retain qualification throughout employment in order to work on the City of Gallatin's natural gas system.
- This position is subject to DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the safe methods and practices used when working with gas lines, meters, regulators and related devices.

- Knowledge of the equipment and materials used in gas work.
- Knowledge of the hazards of the work and of necessary safety precautions.
- Skill in the use of specialized tools and equipment used in gas pipefitting.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, other department heads and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires kneeling, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word levels; visual acuity is required for use of measuring devices, assembly or fabrication of parts at or within arm's length, and operation of machines.

**WORK ENVIRONMENT:**

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, fumes, airborne particles, moving parts of machinery and extreme weather conditions both hot and cold, including wetness and humidity. Risk of electric shock. Work is generally outdoors.

***The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.***

***In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.***