



Job Description

Position Title: Compliance/Maintenance Technician

Department: Operations

Reports to: Compliance/Maintenance Manager

**For more information or to apply, please contact Shelley Hedrick.
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I. POSITION OVERVIEW:

The Compliance/Maintenance Technician conducts a variety of work to maintain, track, and record activities related to pipeline safety as per PHMSA Regulations Part 191, 192. He/She performs work on a broad range of activities in the Operations Department such as: monitoring gas odorization equipment, regulator and relief station inspections, yearly distribution critical valve inspection, pipe to soil survey/cathodic protection equipment inspections, system patrolling, leak surveys, locating gas lines and performing other duties as assigned or required under Department of Transportation regulations, help develop and maintain records as required by DOT and GDGA procedures and working in other related areas as requested.

II. ESSENTIAL DUTIES & RESPONSIBILITIES:

The following duties are expected for this position. The omission of specific duties does not exclude them from this position if the work is similar, related, or a logical assignment for it. While this is intended to be an accurate description of this job as currently performed, management reserves the right to revise it at any time. Other related duties also may be required and assigned from time to time without revising this job description.

- Ability to follow oral and written instructions in English
- Knowledge of and ability to use small & large hand tools (ex. shovels, picks, jack hammers, locators, leak detection and line locating devices)
- Ability to lift or help lift up to 50lbs on a regular basis
- Carrying such articles as computer printouts, tablets (ipad), and small tools.
- Ability to work consistently for at least an eight-hour day, possibly overtime
- Perform meter, regulator, relief and valve maintenance
- Accompany Tennessee Public Utility Commission on their inspections

- Read, paint & inspect meters
- Leak surveys and pipe to soil reading
- Install service or main lines and flagging
- Ability to perform repetitive tasks on a regular basis
- Accept supervision from a number of persons
- Work safely observing all OSHA, Federal, State, and City regulations. Reports any accidents immediately to supervisor.
- Correctly wears appropriate personal protective equipment when required.
- Conducts behavior at all times in a professional manner to reflect positively on customer's perception of The Greater Dickson Gas Authority
- Promotes the teamwork environment.
- Assists co-workers when necessary
- Provides coverage in absence of other personnel
- Willingness to work under adverse weather conditions and with frequent interruptions
- Attend schools, training sessions & seminars as requested to fulfill assigned job responsibilities
- Ability to weed eat, mop, sweep etc.
- Required to perform scheduled on call after hours duties and emergency after-hours response
- Must have the ability to properly communicate with customers that are upset or angry
- Perform other related duties as assigned by GDGA Management

III. REQUIRED KNOWLEDGE AND ABILITIES:

- Have demonstrated knowledge of PHMSA Pipeline Safety Regulations Part 191, 192
- Proficiency in the following computer programs: Microsoft Windows, iOS, Word and Excel.
- Know the functioning of all the GDGA natural gas system.
- Excellent organizational and time management skills.
- Keep records and generate reports.
- Must be capable of meshing with their peers in the workplace and work together when required.
- Must be capable of communicating his/her thoughts in a proper manner and display a congenial attitude in accepting assignments.
- Must work safely and follow all safety policies and procedures.
- Must work efficiently with little supervision.
- There will be time of greater workload, and it will be essential to remain calm and organized at all times.

- Promote a teamwork environment; assist co-workers as needed

IV. MINIMUM QUALIFICATIONS:

- Three (3) Years experience in the Natural/Propane Gas Distribution/Maintenance.
- Must be at least 18 years of age
- Must possess a High School Diploma or GED
- Technology aptitude (computer/tablet/iPad/smartphone, etc.).
- Must be able to communicate orally by phone or person to person
- Must be able to read and understand printed material
- Must be able to make decisions under pressure which still comply with safety and other applicable procedures
- Must be able to walk or otherwise navigate all terrains

V. Preferred Qualifications:

- Five (5) Years demonstrated, progressive experience in Natural/Propane Gas Distribution Maintenance including areas listed in the above Position Overview.
- Proficiency in the following computer programs: Microsoft Windows, Word and Excel.