

City of Madison, FL  
Job Description



**Job title:** Natural Gas Tech Trainee

**Department:** Natural Gas

**Reports to:** Natural Gas Superintendent

**General Description:**

Involves moderately difficult, semi-skilled work requiring basic judgement in the layout, sizing, installation of gas piping, meters, regulators and conversion from one type gas system to another (i.e. LP to Natural); servicing and repairing of all types of gas burning equipment and appliances. Work is performed under the supervision of the Gas Superintendent or the 1<sup>st</sup> level Supervisor.

Full-time  
 Part-time

Exempt  
 Nonexempt

**Essential Duties and Responsibilities:**

- Replaces defective pipes.
- Checks for proper operation of gas appliances.
- Repairs and adjusts regulators
- Change meters and replaces meter glass.
- Cuts and threads pipes
- Pressure test for gas leaks.
- Installs domestic and commercial equipment
- Inspects department vehicles at beginning of shift and operates them safely.
- Communicates with customers in a courteous manner.
- Assist in maintenance and repair of distribution system.

**Education and Experience:**

- High school diploma or possession of an acceptable equivalency diploma.
- 1 year field experience in gas service work and pipe fitting.

**License/Certification or Registrations:**

- Valid Florida "CDL" driver's license and acceptable driving record.
- Successful completion of Madison Operator Qualification Program Tech I.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**Minimum Qualifications:**

**Knowledge, Abilities and Skills**

- Knowledge of approved methods and tools used in gas piping, installation and maintenance work.
- Knowledge of methods of determining necessary pipe size.
- Knowledge of gas appliances installed on the distribution system.
- Ability to understand and follow oral or written instructions.
- Ability to learn a variety of skills necessary to provide proper operation of gas appliances.
- Ability to learn and observe proper safety precautions.
- Ability to drive and operate all gas department vehicles.

**Physical Requirements:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aids).

- Moderate 15 to 44 pound lifting and carrying.
- Walking, standing, kneeling, bending and stooping.
- Driving
- Smelling.
- Ability to communicate verbally using the English language.

**Environmental Conditions:**

- Works inside and outside in various types of weather
- Darkness, fumes, dust, smoke, gases, grease, flames, electricity, hazardous surfaces, ladders, heights, odors and poor lighting.
- Works below ground surfaces.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

**Print Employee Name:**

**Employee signature:**

**Date:**

