

UTILITY SERVICES SPECIALIST JOURNEYPERSON

SUMMARY/PURPOSE

Perform skilled diagnostic and service work on gas-fired equipment and perform general water and gas service.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Inspect, diagnose, maintain, repair, install, and adjust gas-fired equipment and appliances in accordance with all applicable codes and ordinances.
2. Inspect diagnose, maintain, repair, install, and adjust electrical or electronic motors and controls, including electronic ignition devices in accordance with all applicable codes and ordinances.
3. Inspect, diagnose, maintain, repair, install, and adjust mechanical items and controls, such as mechanical safeties on gas or hot water, motor bearings, zone valves, etc.
4. Conduct various approved tests in order to adjust, repair, or replace equipment to ensure safe and efficient operation.
5. Inspect, diagnose, maintain, repair, install, and adjust plumbing on gas-fired equipment in accordance with all applicable codes and ordinances and perform necessary gas shutoffs.
6. Collect credit payments to prevent utility shutoffs.
7. Complete necessary HTP programming to update and program assorted boiler modules.
- ~~5-8.~~ Perform combustion analysis as required on high efficiency boiler systems.
9. Diagnose and repair leaks in water and gas lines.
- ~~6-10.~~ Respond to emergency gas and CO calls.
- ~~7-11.~~ Inspect, diagnose, maintain, repair, install, and adjust gas regulators and meters.
- ~~8-12.~~ Perform bleeding procedures on water and gas lines.
- ~~9-13.~~ Maintain tools and equipment in a safe and proper working condition.
- ~~10-14.~~ Operate service vehicles in all weather conditions.
- ~~11-15.~~ Perform conversions of gas-fired equipment between LP (propane) and natural gas.
- ~~12-16.~~ Investigate and determine cause(s) of unusually high or low water and gas bills.
- ~~13-17.~~ Provide information on gas-fired equipment and courteous service to customers.
- ~~14-18.~~ Prepare appropriate reports.
- ~~15-19.~~ Attend required in-house and manufacturer training sessions and remain current on industry repair and maintenance standard practices.
20. Perform installation and removals of water meters, gas meters, regulators, and reliefs.
21. Provide first class customer service to members of the public, including face-to-face, in-home contact.
22. Training of apprentices in water and gas appliance maintenance repair.
- ~~16-23.~~ Perform duties of Measurement Services Specialist classification when required.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Certification by the Joint Apprenticeship and Training Committee (JATC) upon completion of the apprenticeship or training program which is approved by the JATC; promotion to the classification of Utility Services Specialist Journeyman shall be effective upon such certification.
2. License Requirements
 - A. Minnesota Driver's License or equivalent.
3. Knowledge Requirements

- A. Knowledge of the principles, methods, equipment, and materials used in water and gas utility service work, gas venting, and gas plumbing repairs.
 - B. Knowledge of usability testing of water and gas lines.
 - C. Knowledge of applicable safety precautions and safe work methods.
 - D. Basic knowledge of State and City codes for plumbing, wiring, and venting.
 - E. Knowledge of manufacturer codes and procedures.
 - ~~D-F.~~ Knowledge of situational de-escalation techniques when working with the public.
4. Skill Requirements
- A. Skill in diagnosing and repairing water and gas service problems.
 - B. Skill in using hand and power tools.
5. Ability Requirements
- A. Ability to obtain knowledge of the principles, methods, equipment, and materials used in gas equipment repair.
 - B. Ability to read schematic drawings.
 - C. Ability to diagnose electrical and mechanical malfunctions.
 - D. Ability to operate motorized equipment in inclement weather.
 - E. Ability to instruct and supervise subordinate employees.
 - F. Ability to develop and maintain effective working relationships with co-workers and the public.
 - G. Ability to read and interpret tools such as electronic multimeter, ruler, pipe locator, etc.
 - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
6. Physical Ability Requirements
- A. Ability to use hand and power tools such as 24" pipe wrench, 3/8" hammer drill, cut-off saw, etc.
 - B. Will be subject to periodic random drug testing as required by the U.S. Department of Transportation, Pipeline Safety Regulations, Part 199.
 - C. Ability to attend work on a regular basis.
 - ~~C-D.~~ Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - E. Ability to work outside year-round.
 - ~~D-F.~~ Ability to work shift work.
 - ~~E-G.~~ Ability to work from ladders and scaffolds.
 - ~~F-H.~~ Ability to lift, carry with assistance, and position tools and equipment weighing up to 100 pounds.

HR: MC	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No:
WC: 7502	Pay:	EEOF: Utilities/Transportation	CC:	Resolution: