

Job Description: SERVICE WORKER I

SUMMARY OF POSITION

Provides general labor and assists with routine preventive maintenance and repairs on gas facilities and equipment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to Gas Utility Director.
2. This is a non-supervisory position.
3. Has contact with employees and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists with the installation and maintenance of gas lines, mains and services;

Assists in constructing gas taps;

Assists in using clamps, compressor and hand tools;

Performs general maintenance, including cleaning facilities, clearing brush from right-of-ways, building fences, painting, digging ditches, mowing, trimming and edging;

Assists with routine maintenance on gas construction vehicles and equipment;

Sets up barricades, cones, and construction signs and flags as needed;

Completes paperwork and necessary reports.

Other Important Duties*

May perform janitorial duties and maintenance at building; and

Performs such other related duties as may be assigned.

**for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: gas system operations; equipment used in construction and maintenance of gas facilities maintenance; and the use and care of tools and specialized equipment.

Skill/Ability to: understand and follow instructions; operate and maintain a variety of power and manual tools and equipment; operate standard computer word processing and spreadsheet software; tolerate outside working conditions, including exposure to adverse weather conditions; establish and maintain effective working relationships with co-workers and the general public; and maintain appropriate necessary certifications.

Safety/Physical Requirements: Heavy. Tasks involve bending, stooping, lifting, walking, standing, carrying or using a force equal to one hundred (100) pounds.

ACCEPTABLE EXPERIENCE AND TRAINING

High School Diploma or GED required;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas Driver's license.

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