



E-mail: aradke@hutchinsonmn.gov
Website: www.hutchinsonutilities.com

225 Michigan St SE
Hutchinson, MN 55350

Tel: 320.234.0501
Fax: 320.587.4721

APPLICATION DEADLINE: April 6, 2023

TITLE	GAS METER SERVICE I or II
DEPARTMENT	NATURAL GAS DIVISION
SUPERVISED BY	NATURAL GAS DIVISION DIRECTOR
SUMMARY	RESPONSIBLE FOR INSTALLATION AND MAINTENANCE OF ALL METERING AND REGULATING FACILITIES AND PERFORMANCE OF CUSTOMER SERVICE WORK FOR HUTCHINSON UTILITIES COMMISSION (HUC), BROWNTON MUNICIPAL NATURAL GAS AND HEARTLAND CORN PRODUCTS. INCLUDES PERFORMING WORK ON HUC'S NATURAL GAS TRANSMISSION LINE AS REQUIRED.

DUTIES AND RESPONSIBILITIES

1. System Operation and Maintenance
 - a. Responsible for performance of annual above ground distribution valve inspection including maintenance of all records as required by DOT.
 - b. Responsible for installation and maintenance of above ground distribution valves. To include necessary record keeping.
 - c. Responsible for performing the HUC Atmospheric Corrosion Survey as it applies to HUC's natural gas distribution system.
 - d. Responsible for performing annual inspections and all resulting maintenance of all distribution Metering and Regulating Stations and District Regulating Stations. To include maintenance of all line filters, line heaters, control valves, regulators, relief valves, pilot heaters, odorizers, block valves, bypass valves and meters. To include maintenance of all records as required.
 - e. Responsible for responding to emergency calls involving HUC Metering/Regulating Stations and District Regulating Stations.
 - f. Responsible for responding to emergency calls involving HUC pipeline Interconnect Stations.
 - g. Responsible for maintaining adequate inventory levels of all parts and materials required to operate and maintain HUC distribution metering and regulating facilities.
 - h. Responsible for responding to customer calls including high bill complaints, possible leaks, carbon monoxide calls, customer service etc.

- i. Responsible for the creation and maintenance of all record keeping databases pertinent to job duties and responsibilities.
 - j. Responsible for maintaining a working knowledge of Natural Gas Division's pipeline facilities, distribution system, metering and regulating facilities, etc.
 - k. Responsible for changing residential, commercial and industrial meters on a periodic basis.
 - l. Responsible for testing and maintaining residential and commercial meters. To include maintenance of records as required.
 - m. Responsible for installing residential, commercial and industrial natural gas meters as requested by the HUC Customer Service Dept.
 - n. Responsible for reading residential, commercial, industrial and custody transfer meters as requested by the HUC Customer Service Dept.
 - o. Responsible for maintaining natural gas AMI system as it relates to residential, commercial and industrial metering.
 - p. Responsible for maintaining residential, commercial and industrial natural gas regulation equipment.
 - q. Responsible for performing weekly odorant injection tests as required by DOT. Includes maintenance of all records as required.
 - r. Responsible for performing weekly odorant concentration tests as required by DOT. To include maintaining all records as required.
 - s. Required to perform Stand-By Call-Out Duty.
 - t. Responsible for performing service work as required to remedy emergency call situations.
 - u. Responsible for interacting with the general public and fellow employees in a courteous and professional manner.
 - v. Assist in other duties as required within the Natural Gas Division and as required by HUC.
2. Safety and Training
- a. Comply with all rules and regulations as prescribed by HUC and other State or Federal Governing Bodies in regards to HUC's Transmission line and Distribution System.
 - b. Comply with all Drug and Alcohol Testing Requirements as prescribed by HUC's PHMSA Program.
 - c. Responsible for attendance at all HUC training meetings.
 - d. Responsible for attendance at all HUC safety meetings.
 - e. Attend all educational conferences as required.
 - f. Responsible for practicing, directing and enforcing the use of safe work practices, including the use of personal protective equipment, and enforcing compliance with OSHA and HUC safety rules.

EQUIPMENT

Including, but not limited to, two-way radio, telephone, personal computer, all equipment related to natural gas metering and regulation and HUC vehicles.

EDUCATION/SKILL REQUIREMENTS

High school diploma or GED. Ability to work effectively with the public, contractors and staff. Able to perform duties with minimal supervision, and the ability to work well with co-workers and others. Must maintain all necessary Operator Qualifications for prescribed covered tasks pertinent to this position. Must be capable of operating a personal computer.

DESIRABLE QUALIFICATIONS

Working knowledge of natural gas meters and regulators required.

Gas Meter Service II - Minimum of one year experience in the Natural Gas Meter Industry desired.

Gas Meter Service I - Minimum of three years' experience in the Natural Gas Meter Industry desired.

SPECIAL REQUIRMENTS

PHMSA mandated Drug and Alcohol Testing.

WORKING CONDITIONS

Inside and outside work in all weather conditions. Regular forty-hour workweek subject to the provisions of the Hutchinson Utilities Commission Employee Handbook and labor contract in effect. Unscheduled hours for emergencies or contingencies. Possibility for overtime hours dependent upon workload and authorization by supervisor. Included in standby duty rotation.

PAY RATE

Gas Meter Service II - Apprenticeship Schedule No. 3 as per the Union Contract. Starting pay \$31.12/hour to \$41.49/hour dependent upon qualifications and experience.

Gas Meter Service I - \$43.24/hour

HUTCHINSON UTILITIES COMMISSION
ADDENDUM TO JOB DESCRIPTIONS
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands to

finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is frequently loud.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
