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APPLICATION DEADLINE: August 14, 2020

TITLE	WELDER/SERVICE PERSON I	2020
DEPARTMENT	NATURAL GAS DIVISION	
SUPERVISED BY	NATURAL GAS DIVISION DIRECTOR	
SUMMARY	THIS IS WORK INSTALLING AND MAINTAINING THE NATURAL GAS DISTRIBUTION SYSTEM FOR THE 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 performing Exposed Pipe Inspections on distribution system, and Transmission line, as required, including preparation of all records as required.
 - b. Responsible for performing cathodic protection coating repairs on distribution system. Includes maintaining repair records as required.
 - c. Responsible for affecting cathodic protection coating repairs on HUC transmission line as required. To include maintenance of required records.
 - d. Responsible for installing cathodic protection measures on natural gas distribution system. Includes maintenance of all required records
 - e. Responsible for performing the Atmospheric Corrosion Surveys
 - f. Responsible for the maintenance of below grade distribution system valves. To include proper record maintenance as required by DOT.
 - g. Responsible for locating below grade distribution piping.
 - h. Responsible for locating HUC transmission line facilities as required.
 - i. Responsible for responding to emergency calls involving Metering/ Regulating Stations and District Regulating Stations.
 - j. Responsible for responding to emergency calls involving HUC pipeline Interconnect Stations.
 - k. Responsible for maintaining adequate inventory levels of all parts and materials required to operate and maintain the HUC natural gas distribution system.
 - l. Responsible for responding to customer calls including high bill complaints, possible leaks, carbon monoxide calls, customer service etc.

- m. Responsible for performing Internal Corrosion Monitoring on natural gas distribution system. To include maintenance of all records as required by DOT.
- n. Responsible for inspection of 3rd party contractors excavating near distribution facilities. To include record maintenance as required.
- o. Responsible for requisitioning of materials, equipment, tools and supplies required in daily performance of duties.
- p. Responsible for complying with all aspects of Natural Gas Division's Operation and Maintenance Plan, Emergency Plan, Drug and Alcohol Plans and the Operator Qualification Program.
- q. Responsible for the creation and maintenance of all record keeping databases pertinent to job duties and responsibilities.
- r. Responsible for maintaining a working knowledge of Natural Gas Division's pipeline facilities, distribution system, metering and regulating facilities, etc.
- s. Responsible for performing odorant concentration tests as required by DOT.
- t. Required to perform Stand-By Call-Out Duty.
- u. Responsible for performing service work as required remedying emergency call situations.
- v. Responsible for performing quarterly Distribution System Patrols including maintenance of DOT required records.
- w. Responsible for performing Commercial and Industrial Leak Survey including maintenance of DOT required records.
- x. Responsible for performing annual distribution system Leak Survey including maintenance of DOT records as required.
- y. Responsible for performing annual below grade distribution valve inspection, including maintenance of all records as required by DOT.
- z. Responsible for annual inspection and maintenance of all below grade curb valves including maintenance of all records as required by DOT.
- aa. Responsible for interacting with the general public and fellow employees in a courteous and professional manner.
- bb. Assist in other duties as required within the Natural Gas Division and as required by HUC.

2. Construction Activities

- a. Responsible for fabrication and installation of new polyethylene and steel natural gas distribution mains and service lines
- b. Responsible for fabrication and installation of new/replacement natural gas metering and regulating facilities.
- c. Responsible for leak repairs on polyethylene and steel natural gas distribution mains and service lines.
- d. Responsible for management and inspection of outside contractors performing work on distribution system. Maintenance of all records required.
- e. Responsible for performing "Hot-Tapping" and "Stopping" functions on natural gas distribution system.
- f. Responsible for the installation of below grade distribution system valves.
- g. Coordination of all assigned vehicle and equipment maintenance.

3. Safety and Training

- a. Comply with all rules and regulations as prescribed by HUC and other State or Federal Governing Bodies in regards to -Transmission lines and Distribution Systems.
- b. Comply with all Drug and Alcohol Testing Requirements as prescribed by HUC's RSPA and FMCA Programs.
- c. Responsible for attendance at all Division training meetings.
- d. Responsible for attendance at all Division safety meetings.
- e. Attend all educational conferences as required.
- f. Participate in Community Awareness Emergency Response (CAER) meetings and presentations.
- g. 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, all equipment related to natural gas distribution and transmission, HUC vehicles, polyethylene fusion equipment and welding equipment. (Trenchers, tractor backhoe, vibratory plow, direction boring equipment, skid loader, etc.)

EDUCATION/SKILL REQUIREMENTS

Minimum of five years experience in the natural gas industry. Three years experience as a Welder/Serviceperson II or the equivalent as determined by the HUC. Knowledge of DOT pipeline and industry standards. DOT Part 192, Appendix C or API 1104 welding certification. Must maintain all necessary Operator Qualifications for prescribed covered tasks pertinent to this position.

DESIRABLE QUALIFICATIONS

Welding and polyethylene fusion certification (includes butt, socket, saddle and electro-fusion), pipeline locating and natural gas transmission and distribution systems installation and maintenance experience. Ability to perform duties with a minimum of supervision, and the ability to work well with co-workers and others. Capable of operating a personal computer.

SPECIAL REQUIREMENTS

Valid Minnesota Class A commercial drivers license. 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.

<p><u>PAY RATE</u> Apprenticeship Schedule No.3 as per the Union Contract. Starting pay rate \$29.04/hour to \$38.72/hour dependent upon qualifications and experience.</p>

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.
