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**APPLICATION DEADLINE: May 4, 2026**

TITLE	WELDER/SERVICE PERSON I or II	2026
DEPARTMENT	NATURAL GAS DIVISION	
SUPERVISED BY	NATURAL GAS MANAGER	
SUMMARY	THIS IS WORK INSTALLING AND MAINTAINING THE NATURAL GAS DISTRIBUTION SYSTEM FOR THE HUTCHINSON UTILITIES COMMISSION (HUC), BROWNTON MUNICIPAL NATURAL GAS, HEARTLAND CORN PRODUCTS AND SURROUNDING COMMUNITIES. 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 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 installing cathodic protection measures on natural gas distribution system. Includes maintenance of all required records.
  - d. Responsible for performing the HUC Atmospheric Corrosion Survey as it applies to HUC's natural gas distribution system.
  - e. Responsible for the maintenance of below grade distribution system valves. To include proper record maintenance as required by DOT.
  - f. Responsible for performing Internal Corrosion Monitoring on natural gas distribution system. To include maintenance of all records as required by DOT.
  - g. 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.
  - h. Responsible for maintaining a working knowledge of Natural Gas Division's pipeline facilities, distribution system, metering and regulating facilities, etc.
  - i. Required to perform Stand-By Call-Out Duty.
  - j. Responsible for performing quarterly Distribution System Patrols including maintenance of DOT required records.
  - k. Responsible for performing Commercial and Industrial Leak Survey including maintenance of DOT required records.

- l. Responsible for performing annual distribution system Leak Survey including maintenance of DOT records as required.
  - m. Responsible for performing annual below grade distribution valve inspection, including maintenance of all records as required by DOT.
  - n. Responsible for annual inspection and maintenance of all below grade curb valves including maintenance of all records as required by DOT.
  - o. Responsible for interacting with the general public and fellow employees in a courteous and professional manner.
  - p. 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 performing “Hot-Tapping” and “Stopping” functions on natural gas distribution system.
  - e. Responsible for the installation of below grade distribution system valves.
  - f. 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 HUC’s Transmission line and Distribution System.
  - b. Comply with all Drug and Alcohol Testing Requirements as prescribed by HUC’s PHMSA and FMCSA Programs.
  - c. Responsible for attendance at all Division training and safety meetings.
  - d. Attend all educational conferences as required.
  - e. 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.
  - f. Must complete and pass all OQ required training assigned by HUC

#### EQUIPMENT

Including, but not limited to, two-way radio, telephone, all equipment related to natural gas distribution and transmission, HUC vehicles and welding equipment. (Trenchers, tractor backhoe, vibratory plow, directional boring equipment, skid loader, etc.)

#### EDUCATION/SKILL REQUIRMENTS

High school diploma or GED. Ability to work effectively with the public, contractors and staff. Ability to perform duties with a minimum of 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.

## DESIRABLE QUALIFICATIONS

DOT Part 192, Appendix C-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. Capable of operating a personal computer. Welder/Service Person II -Minimum of one year experience in the Natural Gas Construction Industry desired.

Welder/Service Person I -Minimum of three years' experience in the Natural Gas Construction Industry desired.

## SPECIAL REQUIREMENTS

Valid Minnesota Class A commercial driver's 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 rotation.

## PAY RATE -

Welder/Service Person II - Apprenticeship Schedule No. 3 as per the Union Contract. Starting pay rate \$36.80/hour to \$49.06/hour dependent upon qualifications and experience.

Welder/Service Person I - \$51.05/hour

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

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## 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.

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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.

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