

JO-CARROLL ENERGY
Summary Position Description

POSITION TITLE: Temporary Field/Gas Tech Assistant (Savanna Office)
DEPARTMENT: Engineering & Operations
REPORTS TO: Manager of Gas Operations/ Assigned Gas Tech
DIRECTLY SUPERVISES: None
FLSA CLASS: Exempt – 1,000 hours or less Temporary Position

Position Summary

This is a temporary 1,000 hours or less position with Jo-Carroll Energy, Inc. This position assists Gas Technicians with their maintenance activities while always maintaining a safe working environment.

Essential Responsibilities and Duties

- 1. Assist assigned gas technician with maintenance activities of natural gas pipelines and associated equipment.**
 - 1.1. Assists gas technicians identifying abnormal operating conditions.
 - 1.2. Assists gas technicians identify and correct atmospheric corrosion.
 - 1.3. Assists gas technicians by applying, repairing and documenting coating anomalies.
 - 1.4. Assists gas technicians by identifying, repairing and documenting venting anomalies.
 - 1.5. Trim or mow weeds from metering facilities.
 - 1.6. Trim or remove trees, shrubs and other plant material.
 - 1.7. Assists with transporting material, maintaining yard and shop.
 - 1.8. Assists gas technicians with clerical duties.
 - 1.9. May be assigned other related tasks as qualified.

- 2. Responsible for personal, public and co-worker safety and training.**
 - 2.1. Understands and complies with all safety rules especially those in Jo-Carroll's Employee Safety Manual.
 - 2.2. Attends regularly scheduled safety meetings.
 - 2.3. Responsible for the safety of self at all times and of all crew members Ensures that all work is done to cooperative procedures, policies, and rules.
 - 2.4. Follows all local, state and federal rules including but not limited to PHMSA, DOT and OSHA.
 - 2.5. Keeps necessary records such as work time, materials, order numbers and readings.
 - 2.6. Attends and applies required training,

- 3. Assists with disconnecting, reading of gas meters and may at times collect delinquent accounts.**
 - 3.1. Assists with installs and removes of metering devices.
 - 3.2. Records meter readings.

- 4. Performs other duties as assigned.**
 - 4.1. Performs all duties pertaining to the cooperative within the limits of individual qualifications so assigned.

- 4.2. Performs other related duties within the span of control of a qualified gas technician.
-

Qualifications

1. High School diploma or GED.
 2. Must have appropriate valid Driver's License.
 3. Above average mechanical aptitude.
 4. Ability to communicate and cooperate with employees, members, and the general public.
 5. Must pass prequalifying courses and hands on knowledge performance tests, with a grade 80% or better.
 6. Must be able to record, maintain and transcribe data and records both hand written and electronic.
 7. Must be able to use a computer or have the ability to learn how to use a computer and other associated electronic devices.
 8. Must pass a post-t offer work capacity physical and drug screen.
 9. Requires the ability to hear, use near and far vision, stand, walk, kneel, bend, crouch, crawl, twist, climb, and manipulate a variety of materials, tools and controls.
-

Working Conditions

1. Works outdoors with great physical exertion.
 2. Works in poor weather conditions.
 3. Works on uneven terrain, along roads and encounters vehicular traffic.
 4. Works around noisy equipment.
 5. Works with assigned gas technician but may work alone.
 6. Frequently lifts materials and equipment weighing up to 50 pounds and occasionally up to 100 pounds.
 7. Shovels dirt and works in excavations.
 8. Work with paint and associated equipment.
 9. Work around plants, shrubs, landscaping, member owned equipment while performing work safely and damage free.
-

New Position – 09/25/2015