

**NATURAL GAS FIELD TECHNICIAN CAREER DEVELOPMENT PATH (FTCDP)
Natural Gas Field Technician Apprentice-Soft Skills and Field Requirements**

Hire Date	Employee ID	Employee Name

Natural Gas Field Technician Apprentice – Soft Skills and Field Requirements

Career Path Statement of Duties

In order for a Natural Gas Apprentice employee to become eligible for promotion to a Natural Gas Field Technician 1, the employee must show consistent conformity with the outlined job description and satisfactorily complete the training and certification requirements of a Natural Gas Apprentice within six months of employee hire date.

Energy Services Essential Statement of Safety

The City of Kings Mountain Energy Services Department requires that all employees perform their duties in a manner that puts “SAFETY FIRST”. The safety and wellbeing of our employees and the general public will always be first priority. As a Natural Gas Employee this person must follow, first and foremost, the General Safety rules of the City, the Energy Services Safety rules, the Natural Gas Division specific safety rules and PPE requirements, as well as the Occupational Safety and Health Administration safety rules and requirements and the Federal Pipeline and Hazardous Materials Safety Administrations rules and requirements as it pertains to their daily duties and activities on the job. It is also encouraged that each employee put safety first while performing personal activities while off the job.

Date	Safety	Employee Signature indicates full understanding	Supervisor
	Essential Statement		

Natural Gas Field Technician Apprentice – Job Description

General Statement of Duties

An employee in this position performs responsible semi-skilled and skilled work in the installation, replacement, repair and maintenance of natural gas lines and appurtenances.

Distinguishing Features of the Class

An employee in this class performs a variety of work servicing the natural gas distribution system needs and responding to customer requests. Work involves direct customer service. Valve maintenance, meter installation, line locations, and cathodic protection inspections. Work also includes considerable construction and maintenance work in installing and repairing natural gas main and service lines, meters, excavating to proper depth, fusing pipes and related tasks. Employees are subject to working long hours in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Employees are also subject to on-call and call-back work. Work is performed under the supervision of the Natural Gas Supervisor and other skilled employees and is evaluated through observation and review of records for adherence to standard trade and safety practices, as well as customer satisfaction. Participates as part of a crew to construct, repair and maintain natural gas mains and service lines.

**NATURAL GAS FIELD TECHNICIAN CAREER DEVELOPMENT PATH (FTCDP)
Natural Gas Field Technician Apprentice-Soft Skills and Field Requirements**

Additional Job Duties

This employee performs any other tasks essential to the Natural Gas Division and /or City needs, deemed necessary by supervision, in a professional manner.

Knowledge's, Skills, and Abilities

This employee shows considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of natural gas utility lines. Considerable knowledge of the hazards associated with working around heavy equipment, in trenches, natural gas and other associated work hazards and the associated safety precautions. As well as, considerable knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair, location, and replacement of gas lines. This employee has the ability to establish and maintain effective working relationships with supervisors, co-workers and the public. This employee must be able to recognize abnormal operating conditions and mitigate the related hazards, along with the ability to read utility maps and operation and service manuals and to understand and follow oral and written instructions. This employee should have remedial computer skills.

Physical Requirements

This employee must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions. As well as possess the visual acuity to inspect fusions joints, read utility maps and diagrams, read measurement devices, and prepare records and calculations.

This employee must also be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Desirable Education and Experience

An employee in this class should be a high school graduate and be familiar with work performed in related construction or maintenance fields, including some familiarity in heavy equipment operation; or an equivalent combination of education and experience. Possession of a valid driver's license is required.

Date	Soft Skills	Description	Supervisor
	Job Description	Ability to perform and adherence to Job Description	

Natural Gas Field Tech. Apprentice – Training and Certification Requirements

In order for a Natural Gas Field Technician Apprentice employee to become eligible for promotion to a Natural Gas Field Technician I, the employee must show satisfactory completion of the below training and certification within six months of employee hire date.

The blocks listed below show completion and passing of the Natural Gas Operator Qualification Computer Training Courses.

Date	Course/Training	Description	Supervisor
------	-----------------	-------------	------------

NATURAL GAS FIELD TECHNICIAN CAREER DEVELOPMENT PATH (FTCDP)
Natural Gas Field Technician Apprentice-Soft Skills and Field Requirements

	ITS NG 101	Characteristics and Properties of Natural Gas	
	ITS CM-7	Prevention of Accidental Ignition & Potential Ignition Sources	
	ITS CM-11	Recognize & React to Abnormal Operation Conditions & Safety Related Conditions	
	ITS CM-	Natural Gas Operations & Maintenance Safety	
Date	Safety Training	Description	Supervisor
	General Safety	Natural Gas Procedures Manual General Safety Precautions	
	Trench Safety	Natural Gas Procedures Manual Trench Safety Precautions	
	Operation Safety	Natural Gas Procedures Manual Operations in Hazardous Atmosphere Safety Precautions	
Date	Certification	Description	Supervisor
	Class A CDL	Class A Commercial Driver's License	
	First Aid	General First Aid	
	CPR	Cardiopulmonary Resuscitation	
	AED	Automated External Defibrillator	
Date	OQ Certification	Description	OQ Admin.
	Gas Line Fusion	Performance of Natural Gas Line Fusion	

The above listed employee has successfully completed the Natural Gas Field Technician Apprentice Soft Skills and Field Training Requirements within the first six months of employment. This employee is now qualified for consideration for promotion to Natural Gas Field Technician I:

Date	Title	Signature
	Supervisor of Natural Gas OP	
	Superintendent of Natural Gas OP	
	Energy Services Director	

The above listed employee has not successfully completed the Natural Gas Field Technician Apprentice Soft Skills and Field Training Requirements within the twelve months of employment. This employee is no longer eligible for a position in the Energy Services Natural Gas Division.

Date	Title	Signature
	OQ Administrator	
	Supervisor of Natural Gas OP	
	Superintendent of Natural Gas OP	
	Energy Services Director	

Employee Status

- **Department:** Energy Services
- **Job Title:** Natural Gas Field Technician Apprentice
- **Compensation:** Grade 15E – 15Q (Hourly Position)
- **Normal Working Hours:** 7:30am – 4:00pm
- **Job Location:** 1013 N. Piedmont Ave (Citizens Service Center)
- **After Hours:** Subject to call back and extended work hours as needed
- **Supervisor:** Supervisor of Natural Gas Operations