

## **Gas & Electric Utility Operator**

Under general supervision, works alone or with a crew to install and maintain underground electric distribution and gas distribution systems. Performs the duties of an Electric Service Technician, Gas Service Technician, Power Plant Operator, Utility Operator and Utility Meter Person. The Gas & Electric Utility Operator will have a set work schedule of Monday - Friday 7-3:30 with a rotating on call schedule.

### **Essential Job Functions**

- Performs all work in a safe manner. Complies with all applicable safety rules, regulations and procedures. Performs all work that they are qualified and trained to do in a manner to protect themselves, their fellow employees and the public from injury.
- Installs, changes, transfers, moves and removes poles, poles line hardware, guys, transformers, lightning arresters, streetlight equipment, electrical cable, cross-arms, energized conductors, insulators, conduit, capacitor bank controls and any and all forms of electrical material and accessories utilized in the construction, maintenance, and operation of electric circuits.
- Installs, uses and removes protective equipment and devices on energized electric circuits of all voltages. Works with hot line tools on circuits. Performs work on energized circuits of all voltages. Operates switches and cutouts in distribution circuits.
- Works with electrical instruments such as voltmeters, ammeters, fault locators, etc.
- Operates substation equipment to include: open/close breakers and reclosers, operate load tap changers and voltage regulator controls, and install fuses and similar work to restore service as well as other operations consistent with training and ability.
- Responsible for installing, relocating, replacing, maintaining and repairing gas lines. Inspect pipeline for construction and maintenance of company facilities including the installation, operation and maintenance of distribution systems.
- Performs pipeline patrols, leak detection surveys and inspection per company procedures.
- Responsible for the general upkeep and maintenance of all facilities and equipment, including but not limited to pipeline right-of-way, excavation, repairing, coating, backfilling pipelines, concrete work, painting, weed control, etc.
- Works with gas pressure regulation & odorization.
- Performs all electric & gas meter maintenance including installation, removal & reading.
- Drives company truck. Responsible for truck, tools, and equipment carried thereon.

- Locates underground gas and electric facilities in conjunction with their work & requested work via the Iowa One Call system.
- Contacts property owners on tree trimming matters. Performs minor tree trimming, cutting brush, removing line detriments to the extent necessary in performance of regular duties.
- Represents the Company in a positive manner during contacts with landowner/tenant, public official, and emergency official and local organizations.
- Responsible for completing written reports, mapping on fieldwork and proper accounting for materials and time associated with each job.
- Attends and participates in safety training meetings & regulatory workshops.
- Other duties as assigned.

### **Knowledge, Skills & Abilities**

- General knowledge of gas and electric distribution system.
- Working knowledge of utility locating practices and GIS or GPS.
- General knowledge of basic construction practice.
- Must be familiar with and capable of operating all types of equipment associated with the work being performed.
- Good verbal & written communication skills with a strong customer focus.
- Must be a self-starter and capable of working in solitary work environments as well as within work groups.
- Basic computer skills (knowledge of MS Office, operating systems, company software, etc.)
- Basic math skills (addition, subtraction, multiplication, division, fractions and decimals, etc.)
- Ability to read and interpret blueprints and diagrams.
- Ability to follow written and oral directions.
- Must be able to establish effective working relationships with co-workers, work within a team, take direction from supervisor, prioritize work schedule, and focus attention to details, follow rules/procedures and work with an open and positive attitude.

**SPECIAL REQUIREMENTS:**

- Class B CDL with air endorsement required.
- Pre-Employment physical examination along with drug & alcohol testing is required.
- High School diploma or Equivalent is required.
- Achieve and maintain all Operator Qualifications applicable to the job.
- Required to carry a company-provided cell phone/pager, and be available to respond during working and non-working hours.
- Must be able to work varying schedules with overtime or stand by duty as necessary.
- This position performs tasks that are defined as safety-sensitive and is subject to DOT workplace drug & alcohol testing.
- Requires residency within a 15-minute response time to the CMU Warehouse.

**PHYSICAL REQUIREMENTS:**

- You must be able to perform the requirements of this position, with or without a reasonable accommodation. Must be able to withstand extreme weather conditions.

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*