

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

Hire Date	Employee ID	Employee Name

## Natural Gas Field Technician I – Soft Skills and Field Requirements

### Career Path Statement of Duties

In order for a Natural Gas Field Technician I employee to become eligible for promotion to a Natural Gas Field Technician II, the employee must show consistent conformity with the outlined job description of a Natural Gas Field Technician I within six months of promotion to a Technician I, further the employee must satisfactorily complete the training and certification requirements for a Natural Gas Field Technician I within one (1) year of promotion to a Technician I.

### 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, and any other regulation that 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 I– 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.

### Duties 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 duties involving meter and service installation, pipe line locating, natural gas odor investigation and high/low consumption investigation, connecting and disconnecting natural gas services. Other duties involve valve maintenance and cathodic protection inspections, along with conducting surveys to determine cathodic protection readings and checking and recording

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odorization points. 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 Supervisor of Natural Gas Operations 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. Learns where all natural gas regulator stations are located and the operating pressures associated with each station. Participates as part of a crew to construct, repair and maintain natural gas mains and service lines, fuses pipe, and locates underground natural gas lines, paints meter sets & regulator stations.

Employee is instructed in the operations of excavator/backhoe, trencher and boring equipment.

**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 quickly recognize abnormal operating conditions and mitigate the related hazards. Considerable knowledge of system maps, maps, and operation and service manuals tasks for a natural gas field service technician. Understand and follow oral and written instructions. This employee should have moderate computer skills.

Employee is instructed in the operations of excavator/backhoe, trencher and boring equipment.

**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.

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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 will have satisfactorily completed the Soft Skills and Field Requirements of a Natural Gas Field Apprentice or is able to provide documentation of equal skills and field training in the Natural Gas Industry.

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

**Natural Gas Field Technician I – Training and Certification Requirements**

In order for a Natural Gas Field Technician I employee to become eligible for promotion to a Natural Gas Field Technician II, the employee must show satisfactory completion of the below training and certification within one (1) year of being promoted to a Natural Gas Field Technician I.

The blocks listed below show completion and passing of the Natural Gas Operator Qualification Computer Training Courses. **(Courses/Schools in Red must be satisfactorily completed prior to the employee being allowed to be placed on “Stand By”).**

Date	Course/Training	Description	Supervisor
	ITS CM-1 & CM-3	CGI(46Hawk) and Flame ionization Units	
	ITS CM-1 & CM-13	Emergency Plans & Public Contractor Education	
	ITS CM-1 & CM-13	Leak Survey/Leak Classification & Customer Leak Investigation	
	ITS CF-2.2	Mechanical Fittings/Pipe Fittings	
	ITS CM-2	Damage Prevention: Locating and Marking Pipeline	
	ITS CH-1 & CG-3	Meter turn on/turn off	
	ITS CH-1 & CG-3	Meter change-out	
	ITS CG-2	Pressure Checks	
	ITS CH-3,2 & 4	Disconnection of Natural Gas	
	ITS-CM-5	ESV Excess Flow Valves	
	ITS CM-19	Regulator and Relief inspections	
	ITS CM-8	Plastic Pipe Squeeze Off	
	ITS (All Courses)	Natural Gas Fire Fighting covered within Tech I courses	
	ITS (All Courses)	Abnormal Pressure covered within Tech I courses	
	ITS CF-1.1 & CF1.4	Electro Fusion and Plastic Pipe Fusion	
	ITS CI-5	Cathodic Protection Criteria	
	ITS CI-5	Cathodic Protection-Rectifier Inspections	
	ITS CI-1 & CO-1 & 2	Pipe to Soil Surveys	
	ITS CG-1	OSHA/DOT – Excavation Safety	

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	ITS CG-1	OSHA Rigging Inspection Safety	
	ITS CI-10	Atmospheric Corrosion – Distribution Operations	
	ITS CI-12	Atmospheric Corrosion – Pipeline Operations	
	ITS CF-5 & CM-5	Pipeline Crossing	
	ITS CL-3 & CL3a	Odorization: Concentration Testing	
	ITS CG-2	Installation of Plastic Mains and Services part One & Two and Maintenance of Plastic pipe	
	ITS CL-2	Pipeline Purging	
	ITS CM-12	Pipeline Pigging	
	ITS CI-13	Coating Application	
	ITS CG-1	Excavation	
	ITS CM-5 & CF-5, CG-2	Job Site Protection	
	ITS CF-5 & CM-5	Pressure Testing Steel & Plastic Pipelines/Maintenance of Steel Pipe.	
<b>Date</b>	<b>Course/Training</b>	<b>Description</b>	<b>Supervisor</b>
	ITS All Courses	Power Tools	
<b>Date</b>	<b>Safety Training</b>	<b>Description</b>	<b>Supervisor</b>
	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	
	General Safety	Conduct a Safety Training Meeting	
<b>Date</b>	<b>Certification</b>	<b>Description</b>	<b>Supervisor</b>
	Work Zone/Flagger	Work Zone/Flagger Course	
	Trenching	Trenching/Competent Person Course	
	CPR	Cardiopulmonary Resuscitation Refresher	
	AED	Automated External Defibrillator Refresher	
<b>Date</b>	<b>Schools</b>	<b>Description</b>	<b>Supervisor</b>
	Norcross GA	Leak Detection Training	
	Nashville TN	American Meter School	
<b>Date</b>	<b>General</b>	<b>Description</b>	<b>Supervisor</b>
	System	Identify Location of each Regulator Station	
	System	Identify each Inlet/Outlet Pressure of each Regulator Station	
	System Data	Understand and Utilize Natural Gas Mapping System	
<b>Date</b>	<b>Existing Cert.</b>	<b>Description</b>	<b>Supervisor</b>
	CDL	Class A CDL	
	Fusion	PE Pipeline Fusion	

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The above listed employee has successfully completed the Natural Gas Field Technician I Soft Skills and Field Training Requirements within twelve months. This employee is now qualified for consideration for promotion to Natural Gas Field Technician II.

Date	Title	Signature
	<b>OQ Administrator</b>	
	<b>Natural Gas Supervisor</b>	
	<b>Natural Gas Superintendent</b>	
	<b>Energy Services Director</b>	

The above listed employee has not successfully completed the Natural Gas Field Technician I Soft Skills and Field Training Requirements within the twelve months of employment. This employee must satisfactorily complete the requirements within the next six months to be eligible for promotion to Natural Gas Field Technician II or employee will no longer be eligible for a position in the Energy Services Natural Gas Division.

Date	Title	Signature
	<b>OQ Administrator</b>	
	<b>Natural Gas Supervisor</b>	
	<b>Natural Gas Superintendent</b>	
	<b>Energy Services Director</b>	

**Employee Status**

- **Department:** Energy Services
- **Job Title:** Natural Gas Field Technician I
- **Compensation:** Grade 16I – 16Q (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