

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

Hire Date	Employee ID	Employee Name

Natural Gas Field Technician III – Soft Skills and Field Requirements

Career Path Statement of Duties

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

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 III– Job Description

General Statement of Duties

An employee in this position performs responsible 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 considerable 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

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checking and recording 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. Participates as part of a crew and if required acts as a crew leader to construct, repair and maintain natural gas mains and service lines, fuses pipe, and locates underground natural gas lines, paints meter sets & regulator stations. Installs stops and makes taps on pressurized steel/plastic natural gas lines. Reads and record charts at regulator stations, sets regulator pressures and relief valves at stations. Applies wraps/coatings to above/below ground lines. Locates underground natural gas lines, paints meter sets & regulator stations. Inspects contractor installations of gas pipe and fusion joints. Sets up work zone and completes work orders and makes drawings of service lines, valves and other system appurtenance locations. Operates Excavator/Backhoe, Trencher, Boring equipment and Tapping & Stopping machines.

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.

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

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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 will have satisfactorily completed the Soft Skills and Field Requirements of a Natural Gas Service Technician II 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 III – Training and Certification Requirements

In order for a Natural Gas Field Technician III employee to become eligible for full status position as a Natural Gas Field Technician III or future consideration for promotion to a Natural Gas Field Technician IV/ Welder, 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 III.

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

Date	Course/Training	Description	Supervisor
	ITS CE-2	Welding Procedures and Welding Repairs	
	ITS All Courses	Retakes All Courses on a rotating basis	
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	
	General Safety	Conduct a Safety Training Meeting	
Date	Certification	Description	Supervisor
	Trenching	Trenching/Competent Person Course	
	CPR	Cardiopulmonary Resuscitation Refresher	
	AED	Automated External Defibrillator Refresher	
	Work Zone/Flagger	Refresher Course once every four (4) years	
	State Welder Cert.	State Welder Qualification Test	
Date	Schools	Description	Supervisor
	Welding Course	Welding Certification through Community College	
	Refresher Schools	Refresher Schools as required	
	In-House	In-House Training with Welder	

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Date	General	Description	Supervisor
	System Data	Utilizes Natural Gas Mapping System	
Date	Existing Cert.	Description	Supervisor
	CDL	Class A CDL	
	Fusion	PE Pipeline Fusion	

The above listed employee has successfully completed the Natural Gas Field Technician III Soft Skills and Field Training Requirements within twelve months. This employee is now qualified for consideration for promotion to Natural Gas Field Technician III full status position and any future consideration for a Natural Gas Field Technician IV/ Welder position.

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

The above listed employee has not successfully completed the Natural Gas Field Technician III 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 consideration for a Natural Gas Field Technician III full status position and any future consideration for consideration for a Natural Gas Field Technician IV/ Welder position or employee will no longer be 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 III
- **Compensation:** Grade 18K -18Q (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