



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Natural Gas Utility Operator **Term Position (Ending February, 2019)**

The Natural Gas Utility Operators provide Utility Services to the municipality by carrying out tasks and duties required primarily to operate and maintain the natural gas distribution system and secondarily, to operate and maintain the water treatment plant, the water distribution system, the wastewater treatment plant, sanitary and stormwater collection systems.

Responsibilities:

Operate and maintain equipment in order to repair, clean, install, and maintain the natural gas distribution system:

- Follow maintenance procedures and schedules set by the Natural Gas Foreman;
- Complete monthly Cathodic Protection and Odorant Level Tests;
- Operation and maintenance of gas system distribution valves;
- Recording the readings of natural gas meters and maintaining remote meter reading system;
- Remove and replace gas meters and pressure regulators for recertification;
- Operate and maintain equipment used in natural gas distribution line installation, maintenance and repair, including electronic fusion machine, mobile steamer, backhoe, loader, hydro-excavator;
- Prepare work sites to include the erection of appropriate barricades, warning devices, equipment, and shoring equipment;
- Perform routine maintenance checks on vehicles and equipment;
- Natural gas line locating;
- Quarterly PFM testing and recording;
- Installation of new natural gas service line and meters;
- Perform work to cut, thread and tap pipes;
- Install pipe sections by positioning, joining, aligning, and sealing joints;
- Verify permit and air test of private systems before connecting service to the distribution system;
- Perform the task of connecting and disconnecting natural gas services;
- Emergency response to natural gas odourant complaints, carbon monoxide complaints, and natural gas leaks;
- Provide information to customers related to utility operations in a professional manner;
- Maintaining good public relations, responding to complaints and concerns, and also addressing them to the Utility Foremen;
- Maintaining sites in a clean and safe state.

Perform skilled and semiskilled work in order to operate and maintain natural gas remote metering outlet (RMO) stations:

- Follow maintenance procedures and schedules set by the Natural Gas Foreman;
- Maintenance and repair of valves, filters and regulator controls;

- Record and analyze daily RMO station pressure levels and meter reading;
- Monitor and adjustment of odorant dosage as required;
- Maintaining facilities and sites in a clean and safe state;
- Maintain accessibility to equipment, materials, RMO stations, and work sites by plowing, shoveling, and removing snow.
- Cross train with Waterworks Operators to perform skilled and semiskilled work in order to operate and maintain the water treatment plant, water distribution systems and sanitary and storm water collection systems in accordance to the AESRD guidelines;
- Performing other duties as assigned by the Waterworks Utility Foreman and the Natural Gas Foreman;
- Assist Waterworks Utility Operators as required;
- Maintain and repair water mains, valves, hydrants, sanitary and storm sewer mains, water and sanitary services, manholes, and catch basins;
- Prepare work site by setting up traffic control, breaking street surfaces;
- Make repairs to work sites by refilling trenches, mixing, pouring, and smoothing asphalt, gravel and other materials to replace street surfaces, including landscaping;
- Operate, inspect, repair, and test hydrants, valves, services, and mains;
- Operate and maintain tools and equipment such as compressors, pneumatic hammers, cut-off saws, grinders, and hand tools in a safe and efficient manner;
- Operate water and pressure sewer valves;
- Perform the task of connecting and disconnecting water services;
- Enter homes and businesses to collect and analyze potable water samples;
- Respond to emergencies and act to control water, gas, and sewage leaks in a manner that is safe for self and public and to minimize environmental impact;
- Enter homes and businesses to clear blockages in sanitary sewer services;
- Ensuring all invoices and vouchers on purchases and services are forwarded to the respective Foreman for authorization.

Qualifications:

- Grade 12 Diploma or equivalent.
- Class 5 driver's license with clean drivers abstract.
- Alberta qualification for operating a natural gas utility system preferred;
- Alberta Certified Journeyman Gas Fitter preferred;
- PE Fusion and Electronic Fusion Tickets preferred
- Experience in operating and maintaining a municipal Natural Gas Distribution System;
- Knowledge of Federation of Gas Alberta Operation and Maintenance Standards;
- Knowledge of Guidelines Canadian Drinking Water and Alberta Environment regulations;
- Experience in operating and maintaining a municipal Water Treatment Plant, Water Distribution System, Wastewater Treatment, and Wastewater Collection System;
- Knowledge of gas and diesel powered equipment used in the repair, installation, and maintenance of a utility operations system;
- Knowledge of the materials, equipment, procedures, and practices used in a utility operations system;
- Knowledge of policies and procedures used in the construction, repair, and maintenance of the utility operations system.
- Good interpersonal skills, to be able to understand and communicate verbally and in writing;

- Read maps, specifications, and construction plans used in utility construction work;
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the public;
- Ability to use good judgement and work independently under limited supervision;
- Ability to prepare clear, concise reports;
- Mechanical aptitude and trouble-shooting abilities.;
- Operate rubber tired backhoe, hydrovac unit, high pressure jet rodder, steamer unit, and various small equipment;
- Basic computer skills to work with SCADA systems, Word, and Excel programs;
- Must submit a Driver's Abstract, Criminal Record Check, and Medical Assessment that meets the satisfaction of the County

Salary range \$25.68 hourly to \$36.86 hourly

- Competition Number: 11-NGUO-18
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.