



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: GAS FIELD SERVICE REPRESENTATIVE I - III

DEFINITION: Under general supervision, performs installation, maintenance and repair of all types of natural gas distribution apparatus and appliances.

REPORTS TO: Gas Distribution Supervisor

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Receives training on gas field servicing and performs the entry-level duties of the classification.

Grade Level II - Performs the journey-level duties of the classification.

Grade Level III- Performs the more complex duties of the classification which includes appliance and service work requiring advanced technical knowledge for CNG, residential, commercial and industrial customers; and may act in a lead capacity.

EXAMPLES OF DUTIES:

- Performs gas appliance and service work at the premises of residential, commercial and industrial customers;
- Turns gas services on and/or off;
- Adjusts gas appliances;
- Reads and records gas meter consumption;
- Reports unsafe conditions and illegal connections;
- Cleans, paints, inspects, maintains, adjusts, repairs and installs gas meters, pressure regulators, controls, and other apparatus used in natural gas distribution;
- Investigates and repairs leaks on gas distribution apparatus and appliances;
- Investigates gas customer complaints;
- Operates and maintains pressure gauges, combustible gas indicators, and other equipment used in gas distribution and gas consumption;
- Writes legible and accurate reports of work performed;
- May receive and dispatch calls from customers;
- May assist in maintaining proper pressure in gas distribution system;
- May replace parts in gas appliances;
- May assist training subordinate personnel;
- May act in a lead capacity;
- Performs other related duties as required.

GAS FIELD REPRESENTATIVE I-III (continued)

MINIMUM REQUIREMENTS:

High school graduation or equivalent;

Six months of recent, full-time experience involving extensive use of hand and power tools and the application of mechanical concepts to perform daily job activities or the completion of two or more courses in any of the following: Air Conditioning and refrigeration, Machine Tool Technology, Welding or other closely related fields within the last five years;

Ability to deal tactfully and effectively with customers, perform problem-solving mathematical computations, write in a neat and legible manner, lift and move heavy objects, enter confined spaces, work from heights, and learn the operation of computers and two-way radios;

Experience in installing, maintaining repairing appliances and apparatus used in natural gas distribution is desirable;

Willingness to perform shift-work and work overtime, weekends and holidays;

A valid California motor vehicle operator's license.

HISTORY:

Revised: 04/04/74, 03/04/80, 10/04/89, 01/03/90, 01/15/2003

Grade Levels I & II established: 03/04/80

Consolidation: 03/04/80 with Grade Level I from Collector dated 06/15/65

Grade Level III established: 11/25/89

Consolidation: 01/15/2003 with Gas Measurement Assistant I-II dated 09/24/85

Approval/Adoption Date: 1/15/2003