

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Pipefitter

Name:

DEPARTMENT: Gas Department

DATE: 11-2022

IMMEDIATE SUPERVISOR: Title: Gas Distribution Supervisor

SUMMARY: Provides skilled labor in the construction and maintenance of gas distribution system within the City.

ESSENTIAL FUNCTIONS:

- I. Pipefitting Project Activities
 - A. Receives notification of new or maintenance project(s), and determines the tools, equipment and supplies needed to complete the plan of action assuring for thoroughness.
 - B. Survey the job site to secure area and post signs assuring for safety.
 - C. Operates or assists in excavation procedures following all safety precautions.
 - D. Determine specific area to be repaired and maintained and perform maintenance assuring for compliance with DOT, PSC, and City of Fulton regulations.
 - E. Performs the following pipefitting procedures (but not limited to) in a skilled manner: tapping tees, butt fusions, stab fittings, meter sets, anode installations, test station maintenance and repairs, installation of repair clamps, socket fusion, installation of bell clamps, transition fitting, electrofusion fittings.
 - F. Performs gas leak inspections using CGI and FI equipment, notifying proper personnel of findings, classify the leak, complete required paperwork, and make decision on action to be taken depending on classification.
 - G. Assists in dealing with the public and contractors assuring that communication is flowing and effective.
 - H. Assists in taking appropriate steps to secure incomplete projects at the close of the work day assuring for public safety and the security of the project. Takes steps to put the project on hold if required, assuring for public safety and the security of the project.
 - I. Assists in completing any required follow up and paperwork steps to complete project.
- II. Excavation Activities
 - A. Maintains operation of all machinery/equipment required to operate the department assuring for thoroughness.
 - B. Operates the related machinery/equipment at a productive level assuring for safety and for the most appropriate use of the machinery and equipment.
 - C. Maintains an awareness of the corrective and preventative maintenance procedure and schedule.
 - D. Completes or delegates the maintenance of the machinery and equipment.
 - E. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

III. Miscellaneous Activities

- A. Provides on call coverage on rotating schedule as assigned to respond to after hours emergencies.
- B. In emergency situations, performs in the absence of supervisor as needed, assuring for safety and professionalism.
- C. Attends outside training programs and ongoing education within the department.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.