



Job Description

POSITION: Gas Utility Maintenance Worker I & Locator

REPORTS TO: Gas Department Superintendent / Gas Maintenance Worker I -Advanced/
Public Works Director

JOB SUMMARY: The Natural Gas Maintenance Worker I & locator performs skilled and semi-skilled work related to the installation, maintenance, repair, and operation of the City's natural gas distribution system. This position will cover all city locates called in through Georgia 811 to locate underground utilities. This position assists with natural gas line installation and repair, leak detection, emergency response, and routine maintenance activities while ensuring compliance with safety standards and regulatory requirements. Work is performed under general supervision in accordance with established procedures. The following examples are illustrative of some of the duties and tasks assigned to this title. No attempt is made to be exhaustive in this listing.

ESSENTIAL JOB DUTIES:

- Locate natural gas utility lines, water and wastewater utility lines and services; such as mains, fire hydrants, fire lines, manholes, water meters, service connections, valves and other utilities
- receives and responds to work tickets and locate requests
- reads maps, locates depth and length of lines, mark locations of utility lines
- Assist with the installation, maintenance, and repair of natural gas mains, service lines, meters, regulators, and related equipment
- Perform natural gas leak detection and assist in investigating and responding to reported natural gas leaks
- Assist with emergency response activities related to natural gas system failures, leaks, or service interruptions
- Operate hand tools, power tools, and light equipment used in natural gas maintenance and repair activities
- Assist with excavation, backfilling, and site restoration related to natural gas utility work
- Locate underground utilities and assist with utility protection when excavation or heavy equipment is used
- Assist with installation, maintenance, and adjustment of regulators and odorization equipment as directed

- Perform basic inspections of the natural gas system components and report issues to supervisory staff
- Assist with traffic control, signage, and work-zone safety measures
- Maintain assigned tools, equipment, and service vehicles in safe, clean working condition
- Complete required work orders, reports, and documentation accurately and timely
- Follow all safety procedures, regulations, and departmental policies
- Assist other Public Works divisions during emergencies or special projects as assigned
- Perform additional duties as assigned

MINIMUM REQUIREMENTS OF POSITION:

- High school diploma or GED required
- One (1) year of experience in gas utility maintenance, construction, public works, or a related field preferred
- Valid state-issued driver's license with acceptable driving record
- Ability to obtain required natural gas operator qualifications within one (1) year
- Ability to pass criminal background check, motor vehicle record check, post-offer drug screening, and pre-employment physical
- Basic knowledge of natural gas distribution systems and maintenance practices
- Knowledge of natural gas safety procedures and emergency response protocols
- Ability to safely use hand tools, power tools, and light equipment
- Ability to understand and follow written and oral instructions
- Ability to read maps, utility locates, and work orders
- Ability to work effectively as part of a crew
- Ability to communicate professionally with supervisors, coworkers, and the public
- Ability to perform heavy manual labor for extended periods
- Frequent standing, walking, bending, kneeling, and working in confined or excavated spaces
- Exposure to hazardous conditions, including live natural gas lines, traffic, noise, and adverse weather
- Ability to be available and participate/work in City Events

WORK SCHEDULE: Monday - Friday, 7:00 AM - 4:00 PM (40-hour work week) plus on-call, after-hours, and call-ins when needed.

ADDITIONAL INFORMATION: A formal performance evaluation will be conducted after six (6) months of employment to assess job performance, communication, reliability, and adherence to departmental standards.

UPDATED 6/29/2026