



CITY OF LAWRENCEVILLE

Tracy Tullis

Crew Foreman – Gas Department

Salary Range: \$37,579.03-\$61,629.61

The City of Lawrenceville has an opening for a Crew Foreman. A crew foreman is an expert level position is responsible for the supervision to a work crew engaged in the installation, construction, maintenance, and repair of the City's gas system. An incumbent in this position must have a combination of gas system expertise and strong leadership and management skills.

REQUIREMENTS: Must have a valid Georgia Driver's license with a good driving history. **MUST** be 21 years old.

See attached job description.

APPLICATION PROCESS:

Applications available on our website at: www.lawrencevillega.org or in the Human Resources Department at City Hall.

- Complete the application.
Please attach a copy of your resume.
- Copy of your diploma or transcript.
Please attach a copy of your diploma or equivalent.
High School Diploma is required

*** Applications will not be processed unless all information is included.**

SUBMITTING APPLICATION AND APPLICABLE DOCUMENTS:

1. E-mail to humanresources@lawrencevillegaweb.org
2. Hand-deliver to the Human Resources Department at City Hall

If you have any questions about your application, please contact City of Lawrenceville Human Resources Department at 678.407.6647 or humanresources@lawrencevillegaweb.org

*** POSITION POSTED December 7, 2015**

Position open until filled

The City of Lawrenceville is an Equal Opportunity Employer. All qualified applications will receive consideration for employment regardless of race, color, religion, sex, national origin, disability or any other status protected by applicable Federal, State, or local laws.

70 S. Clayton St. P.O. Box 2200 Lawrenceville, Georgia 30046-2200
770.963.2414 www.lawrencevillega.org

Job Title: Crew Foreman/Cathodic Protection Foreman/Pressure Control Foreman/Industrial Meter Foreman

Job Summary: A Crew Foreman provides supervision to a work crew engaged in the installation, construction, maintenance, and repair of the City's gas system. This is an expert level position is responsible for supervision of Gas Department crews engaged in the installation, construction, maintenance, and repair of the City's gas system. An incumbent in this position must have a combination of gas system expertise and strong leadership and management skills. A Cathodic Protection Foreman is assigned to oversee personnel involved in performing a variety of technical tasks in the installation, repair, and maintenance of the City of Lawrenceville's gas system. A Cathodic Protection Foreman maintains program compliance and prioritizes daily work assignments in the Gas Cathodic Protection Programs and Continuing Surveillance Field Programs within the Gas Department. Incumbents in this job provide training and supervision to assigned personnel. This job handles highly technical maintenance scenarios and spends a considerable amount of time doing follow-up troubleshooting and diagnostic work. This job may perform the duties of the PC Technician including maintenance and repair of spring/pilot loaded regulators and related equipment in the City's gas line system, odorization tests quarterly, locating underground gas leaks, and identifying corrective and preventive actions to maintain adequate pressure control of the City's gas distribution system.

Major Duties:

- Responsible for the work of assigned crew and activities such as gas system layout, construction and maintenance coordination, and job site development; provides supervision to a work crew engaged in the installation, construction, maintenance, and repair of the City's gas system; serves as the City representative at job sites with authority to make changes to gas related construction;
- Performs Crew Member, Helper, and Crew Operator duties except for 24/7 serviceman on call duties; on call serviceman duties may be assigned when necessary;
- Trains crew workers;
- Incumbents in this job are subject to call-out during off-duty hours. An employee of this job is subject to adverse weather conditions, and work is performed under the hazardous conditions associated with electricity and natural gas.
- Oversees various road projects and major construction projects;
- Assists with the bidding process for special projects;
- Supervises the activities of personnel, directs, prioritizes and assigns work, conducts reviews and evaluates the work products of others to ensure conformance to standards.
- Makes cathodic protection related decisions, analyzes utility problems and determines corrective actions, makes necessary minor repairs and generates plans of correction for future repairs.
- Communicates with customers, contractors, supervisors and local, state and federal authorities to advise, plan and complete work in a safe and efficient manner;
- Performs welding and fabricating,;
- Serves as a lead crew person when responding to emergency situations;
- Installs mainline regulators and valves;

Job Title: Crew Foreman/Cathodic Protection Foreman/Pressure Control Foreman/Industrial Meter Foreman (Continued)

- Tests and repairs large capacity meters, instruments and regulators;
- Maintains an expert level of knowledge regarding all aspects of the gas system;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Basic knowledge of the installation, maintenance, and repair of natural gas distribution systems;
- Knowledge of city services, operations, policies and procedures;
- Knowledge of federal, state and local safety rules and regulations;
- Knowledge of the installation, maintenance, and repair of natural gas distribution systems;
- Knowledge of natural gas appliances;
- Knowledge of the principles and practices regarding the handling of natural gas emergencies;
- Knowledge the materials and techniques used in the construction, repair, and maintenance of a natural gas delivery system;
- Knowledge of the installation, maintenance, and repair of natural gas distribution systems;
- Knowledge of natural gas appliances;
- Knowledge of all types of meters and regulators;
- Knowledge of the principles and practices regarding the handling of natural gas emergencies;
- Knowledge the materials and techniques used in the construction, repair, and maintenance of a natural gas delivery system;
- Skill in oral and written communication;
- Skill in public and interpersonal relations;
- Skill in the operation of specialized equipment, including a backhoe, jackhammer, air compressor, tractor and fusion machines;
- Ability to perform heavy manual labor;
- Ability to establish and maintain effective working relationships with others;
- Ability to understand and carry out complex and verbal written directions;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with City officials, employees and the public.
- Ability to work independently and respond quickly in emergency situations;
- Ability to communicate technical information clearly and concisely to a variety of audiences;
- Ability to oversee and direct the work of subordinates;
- Ability to establish and maintain effective working relationships with City officials, employees and the public.

Supervisory Controls: This person works under the direct supervision of the Gas Assistant Director or Director.

Job Title: Crew Foreman/Cathodic Protection Foreman/Pressure Control Foreman/Industrial Meter Foreman (Continued)

Guidelines: Guidelines include federal and state safety regulations, city and departmental rules and regulations, standard office practices, and city ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity: The work consists of related duties in the installation, maintenance and repair of gas lines.

Scope and Effect: The purpose of this job is to ensure the safe, effective and efficient operation of the City's natural gas services.

Personal Contacts: Contacts are typically with co-workers, city personnel, county employees, engineers and the general public.

Purpose of Contacts: Contacts are typically to exchange information, resolve problems and provide services.

Physical Demands: This labor intensive work is typically performed with the employee intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light and heavy objects, climb ladders, and use tools or equipment requiring a high degree of dexterity.

Work Environment: The work is typically performed outdoors. The employee may be exposed to noise, dust, dirt, irritating chemicals, machinery with moving parts, occasional inclement weather and work in tight spaces. This work may require the use of protective devices such as masks, goggles or gloves. Incumbent must be flexible in schedule as this position could be subject to emergency call-out which may require overtime or on-call duty.

Supervisory and Management Responsibility: This position serves as a lead for Crew Members, Helpers and Crew Operators.

Minimum Qualifications:

High School diploma or equivalent; five (5) years of related experience including construction, maintenance and/or repair of underground gas utility lines; ability to obtain a GA Commercial Driver's license; equivalent combination of education and experience.

Application for Employment

**PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER**

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE

SIGNATURE

Do Not Write Below This Line

DATE

INTERVIEWED BY

Remarks

NEATNESS			CHARACTER	
PERSONALITY			ABILITY	
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER