



CITY OF LAWRENCEVILLE

Crew Member – Gas Department

Hourly Rate \$12.84

The City of Lawrenceville has an opening for a Crew Member in the Gas Department. This is an entry level position responsible for performing a variety of skilled and semi-skilled activities as part of a crew whose purpose is to construct, maintain, locate and repair the City's gas facilities. Employees in this job may be rotated among crews. An employee in this job is expected to operate a variety of light-to-heavy construction equipment including a dump truck, end loader, boring equipment, jackhammer, broom truck or backhoe.

REQUIREMENTS: Must have a valid Georgia Driver's License, a good driving history with two years driving experience and **MUST** be 18 years old.

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.
- Please attach a copy of your diploma or GED.

*** 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 November 15, 2016.**

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.

Job Title: Crew Member-Gas Department

Job Summary: This is an entry level position responsible for performing a variety of skilled and semi-skilled activities as part of a crew whose purpose is to construct, maintain, locate and repair the City's gas facilities. Employees in this job may be rotated among crews. An employee in this job is expected to operate a variety of light-to-heavy construction equipment including a dump truck, end loader, boring equipment, jackhammer, boom truck, or backhoe. This job performs related duties as required.

Major Duties:

- Gathers and loads crew truck with parts, materials and tools needed and cleans equipment as required; assists in repairing tools and machines used in the field;
- Removes brush, trees and clears land in preparing right-of-way areas for utility service;
- Locates and properly marks gas lines to prevent damage from unrelated digging and trenching; periodically exposes underground utility lines to identify any possible dangers or obstructions to backhoe operations;
- Assists with installing new gas services;
- Assists in building and installing gas pressure regulation stations and metering stations;
- Assists with pipeline construction, fitting and maintenance; installs plastic and steel pipelines and makes tap connections in the construction of gas lines; digs holes and trenches in process of installing gas pipelines;
- Repairs broken or damaged pipelines;
- Locates and repairs gas line leaks; performs corrosion control measures;
- Excavates work sites using a combination of heavy duty machinery and light duty equipment; operates heavy equipment including backhoes, dump trucks, end loaders, and boom truck; performs manual labor in construction and repair projects using tools such as rakes, shovels, post hole diggers, pipe locators and heat fusing machines; carries heavy equipment and materials to a job site; backfills, compacts, and cold patches holes and trenches remaining after construction, maintenance or repair activity is completed;
- Assists with emergency situations and remains on call as a crew member 24/7 for emergency repairs;
- Maintains an entry level of knowledge regarding 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;
- Skill in oral and written communication;
- Skill in the operation of specialized equipment, including, but not limited to 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;

Job Title: Crew Member-Gas Department (Continued)

- Ability to work independently;
- 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 Assistant Gas Director.

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: None.

Minimum Qualifications:

High School diploma or equivalent; related experience preferred; 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

NAME (LAST NAME FIRST)		DATE	
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	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <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				

