



Crew Member – Gas Department

Annual Salary: \$32,361.69

The City of Lawrenceville has an opening for a Crew Member in the Gas Department. This is an entry level position responsible for assisting in the maintenance and repair of the natural gas utility system. An employees in this job may be rotated among crews, and is expected to locate and mark underground gas lines, expose underground utility lines to identify possible dangers and obstructions, excavate work sites using heavy and light equipment, i.e. backhoes, dump trucks, loaders, etc., perform manual labor using rakes, shovels, post hole diggers, pipe locators, and heat fusion machines; other duties as needed

REQUIREMENTS: Must have a high school diploma or equivalent; possession of a valid Georgia Driver's License with a good driving history, and **MUST** be a minimum of 18 years of age; one to two years of experience preferred

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 Georgia Driver's License.
- Please attach a copy of your high school diploma or GED

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

SUBMITTING APPLICATION AND APPLICABLE DOCUMENTS:

1. E-mail to humanresources@lawrencevillega.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 678.407.6566 or humanresources@lawrencevillega.org

Applications will be accepted until position is 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.



Gas Crew Member

Gas

GAS/15

JOB SUMMARY

This position assists in the maintenance and repair of the natural gas utility system.

MAJOR DUTIES

- Stocks truck with needed parts, materials, and tools.
- Locates and marks underground gas lines; exposes underground utility lines to identify possible dangers or obstructions.
- Excavates work sites using heavy and light equipment; operates backhoe, dump truck, loaders, etc.
- Performs manual labor using rakes, shovels, post hole diggers, pipe locators, and heat fusion machines.
- Backfills, compacts, and cold patches holes and trenches.
- Removes brush and trees from rights-of-way.
- Assists with pipeline construction, fitting, and maintenance; installs plastic and steel pipelines; makes tap connections.
- Assists in constructing and installing gas pressure regulation and meter stations.
- Assists with installing new gas services.
- Responds to emergency situations.
- Locates and repairs gas leaks.
- Repairs broken or damaged pipelines.
- Paints meter stations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of department safety policies and procedures.
- Knowledge of gas utility system maintenance and repair principles.
- Knowledge of area streets and roads.
- Knowledge of vehicle and equipment maintenance principles.
- Skill in the operation of assigned vehicles and equipment.
- Skill in the use of hand and power tools and of specialized gas utility maintenance and repair equipment.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to repair and maintain the gas utility system. Successful performance contributes to the efficiency and effectiveness of utility services.

CONTACTS

- Contacts are typically with coworkers, customers, vendors, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a stockroom, warehouse, and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

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				

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."

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 _____

Voluntary Self-Identification Form for Applicants

TO ALL APPLICANTS: Our company is an Equal Opportunity Employer and as such, we are subject to certain governmental recordkeeping and reporting requirements. At this time, we are asking you to help us meet our obligations by completing the following information. This information will only be used in accordance with the provisions of applicable laws, executive orders, and regulations. Providing this information is voluntary and refusal to do so will not subject you to any adverse treatment. All information provided will be kept confidential. It will remain separate from your employment application and will not be used in any way during the interviewing or hiring process or to make a selection decision.

PART I: General Information

First Name

M.I.

Last Name

Position Applied for

Today's Date

PART II: Gender, Ethnicity, & Race Information

Male

Female

For ethnicity & race, please check one box only from the list below:

- Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South of Central American, or other Spanish Culture or origin, regardless of race.
- White (non-Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (non-Hispanic or Latino) A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (non-Hispanic or Latino) A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (non-Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Two or more races (non-Hispanic or Latino) All persons who identify with more than one of the above five races.
- I do not wish to provide the information requested above

PART III: Referral Source

- Company Website Job Board Newspaper Educational Institution
- Temp Agency Search Firm Walk-In Employee Referral
- College Recruiting Professional Assoc. Other _____