



Memorandum

Date: March 15, 2023

To: Civil Service Commission

From: Levi Sinkler, Personnel Analyst

Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION:
GAS CONSTRUCTION WORKER I-III**

Correspondence has been received from Joe Ambrosini, Human Resources Director, requesting Civil Service Commission approval and adoption for the revised classification specification of Corrosion Control Supervisor. Staff has reviewed this request and recommends approval from the Commission in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- Article XI, Section 1101(d) of the City Charter grants the Civil Service Commission the powers and duties to create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- Civil Service, Human Resources, and Energy Resources began the process of updating the Gas Construction Worker classification specification in June of 2022. On January 31, 2023, Human Resources transmitted the proposed revised classification specification to the Long Beach Association of Long Beach Employees (ALBE) labor union.
- The Gas Construction Worker I-III performs construction, maintenance, and repair of natural gas pipelines and related distribution system facilities and equipment.
- The classification specification of Gas Construction Worker I-III, formerly Gas Utilityman was adopted on January 22, 1974, by the Civil Service Commission and was last updated on April 26, 2006.
- The proposed changes to the Gas Construction Worker I-III classification specification are as follows:

DEFINITION CURRENT LANGUAGE	DEFINITION PROPOSED LANGUAGE
Under general supervision, performs construction, maintenance, and repair of natural gas pipelines and related distribution system facilities and equipment.	Under general supervision, performs construction, maintenance, and repair of natural gas pipelines and related distribution system facilities and equipment.



REPORTS TO CURRENT LANGUAGE	REPORTS TO PROPOSED LANGUAGE
<p>Gas Maintenance Supervisor I/II, Corrosion Control Supervisor, Superintendent – Pipeline Construction and Maintenance</p>	<p>Gas Maintenance Supervisor I/II, Corrosion Control Supervisor, Superintendent – Pipeline Construction and Maintenance</p> <p>Justification: Classification no longer reports to the Corrosion Control Supervisor or Superintendent of Pipeline Construction and Maintenance.</p>
DISTINGUISHING CHARACTERISTICS CURRENT LANGUAGE	DISTINGUISHING CHARACTERISTICS PROPOSED LANGUAGE
<p>Grade Level I - Performs the duties of the classification.</p> <p>Grade Level II - Performs the more complex duties of the classification and may act in a lead capacity.</p> <p>Grade Level III - Performs the most complex duties of the classification when regularly assigned to one of the following specialties: leak survey, corrosion control, tapping machine operation and maintenance, valve maintenance crew leader, or tool maintenance crew leader.</p>	<p>Grade Level I - Performs the entry-level duties of the classification in a training capacity.</p> <p>Grade Level II - Performs the journey level more complex duties of the classification and may act in a lead capacity. Requires Class A commercial driver's license and Operator Qualification certification.</p> <p>Grade Level III - Performs the most complex duties of the classification when regularly assigned to one of the following specialties: including leak survey, corrosion control, tapping and pressure control, valve maintenance crew leader, or tooling repair and equipment maintenance, and may act in a lead capacity crew leader. Requires Class A commercial driver license and Operator Qualification certification.</p>
EXAMPLES OF DUTIES CURRENT LANGUAGE	EXAMPLES OF DUTIES PROPOSED LANGUAGE
<ul style="list-style-type: none"> • Bends, cuts and threads pipe; • Prepares and applies pipe protective coatings; • Assists welders, heavy equipment operators, and other skilled workers; • Excavates, shores, and compacts trenches; • Operates trucks, earth boring equipment, concrete-mixing equipment, pneumatic and hydraulic tools, and related construction vehicles, equipment, and tools; • Observes safety rules and regulations; • May operate "Holiday" detector, electronic pipe locator, soil rods, and similar devices; • May perform heat fusion on plastic pipe and fittings; • May clean sandblast, paint, or repair meters, regulators, and related apparatus; 	<ul style="list-style-type: none"> • Performs a variety of semi-skilled and skilled work in the installation, maintenance, repair of natural gas pipelines and related distribution system facilities and equipment; • Operates commercial vehicles and other equipment; • Excavates, shores, and compacts trenches; • Operates and maintains a variety of pneumatic and hydraulic tools and other related construction vehicles, equipment, and tools; trucks, earth boring equipment, concrete-mixing equipment. • Bends, cuts and threads pipe; • Prepares and applies pipe protective coatings; • May install valves, clamps, and fittings; • May read and interpret sketches or diagrams of pipe system layouts; • Assists welders, heavy equipment operators, and other skilled workers;



<ul style="list-style-type: none"> • May occasionally operate backhoe, skiploader, trenching machine, boom truck, and other heavy equipment; • May read and interpret sketches or diagrams of pipe system layouts; • May maintain time and inventory records; • May operate a personal computer and/or CRT; • May install valves, clamps, and fittings; • May grease and perform maintenance on valves; • May operate, repair, and calibrate combustible gas indicators and perform leakage surveys; • May maintain and repair pneumatic and hydraulic tools, compressors, earth boring equipment, and related construction equipment and tools; • May record and monitor cathodic protection data, maintain and repair cathodic protection equipment, and identify and correct problems related to the cathodic protection system; • May set up, operate, maintain and repair tapping and pressure control equipment; - Sets up and operating tapping and pressure control equipment; • May act in a lead capacity; • Performs other related duties as required. 	<ul style="list-style-type: none"> • Observes safety rules and regulations; • May operate "Holiday" detector, electronic pipe locator, soil rods, and similar devices; • May perform heat fusion on plastic pipe and fittings; Performs various polyethylene (PE) pipe joining methods; • May operate, repair, and calibrate combustible gas indicators detectors and perform leakage investigations surveys; • May set up, install, operate, maintain and repair tapping and pressure control equipment; • May act in a lead capacity and train staff; • May evaluate staff for Operator Qualification assigned tasks; • Responds to emergency repair of natural gas pipeline infrastructure; • Performs other related duties as required. • May clean sandblast, paint, or repair meters, regulators, and related apparatus; • May occasionally operate backhoe, skiploader, trenching machine, boom truck, and other heavy equipment; • May maintain time and inventory records; • May operate a personal computer and/or CRT; • May grease and perform maintenance on valves; • May maintain and repair pneumatic and hydraulic tools, compressors, earth boring equipment, and related construction equipment and tools; • May record and monitor cathodic protection data, maintain and repair cathodic protection equipment, and identify and correct problems related to the cathodic protection system; • - Sets up and operating tapping and pressure control equipment; <p>Justification: Additional duties were added to reflect the current nature of the job. Duties were removed after being reassigned to a separate classification and changes to technology.</p>
<p>MINIMUM REQUIREMENTS CURRENT LANGUAGE</p>	<p>MINIMUM REQUIREMENTS PROPOSED LANGUAGE</p>
<ul style="list-style-type: none"> • One year experience in the construction, maintenance or repair of natural gas or oil pipeline systems or closely related work that required experience in the operation of earth borers, electronic pipe locators, pipe tapping machines other similar construction equipment. • A valid motor vehicle operator's license is required. 	<ul style="list-style-type: none"> • One year experience in one or more of the following: the construction, maintenance or repair of natural gas or oil pipeline systems or closely related work that required experience in the operation of earth borers, electronic pipe locators, pipe tapping machines other similar construction equipment, water, sewer or oil pipeline infrastructure systems; gas distribution work including performing residential,



<ul style="list-style-type: none"> • A Class A driver's license will be required within six (6) months after appointment. Must comply with the Anti-Drug and Alcohol Testing Program as required by the Federal Department of Transportation regulations. • Willingness to work overtime, weekends, holidays, or evenings. 	<p style="text-align: right;">Agenda Item 9</p> <p>commercial and industrial gas appliance and service work; general construction; operation of various types of construction-related equipment; and plumbing, welding or other trade-related work.</p> <ul style="list-style-type: none"> • A valid motor vehicle operator's license is required. • A Class A driver's license will be required within six (6) months after appointment. <p>Justification: revised language now reflects a broader list of experience that is minimally qualifying for the position and in line with the ability to perform the duties of this classification on day one.</p>
<p>KNOWLEDGE, SKILLS AND ABILITIES CURRENT LANGUAGE</p>	<p>KNOWLEDGE, SKILLS AND ABILITIES PROPOSED LANGUAGE</p>
<p>Previously defined in the Minimum Qualifications section.</p>	<ul style="list-style-type: none"> • Knowledge of proper use of tools and equipment. • Knowledge of construction jobsite safety standards. • Ability to operate machinery. • Ability to follow instructions and comply with established procedures. • Ability to work in a team environment. • Ability to regularly lift up to 60 pounds and perform strenuous manual labor on a daily basis (dig by hand, operate jackhammers, etc.) • Ability to exercise good judgment, tact, and initiative when dealing with the public. • A Class A commercial driver license is required prior to passing probation and maintained as a condition of employment. • Must comply with the Anti-Drug and Alcohol Misuse Prevention Program as required by the Federal Department of Transportation regulations. • Must comply with the Operator Qualification Program based on department standards and maintained on an ongoing basis. • Must comply with the City of Long Beach Respiratory Protection Program including submitting to fit testing and the use of respiratory protective equipment. • Willingness to work an alternate work schedule, weekends, holidays, overtime hours, and standby rotation, as required. <p>Justification: language developed to describe the required knowledge, skills and abilities of this classification.</p>



- Civil Service worked with staff from Energy Resources, Human Resources, and the Long Beach Association of Long Beach Employees (ALBE) on the proposed revisions to the class specification of Gas Construction Worker I-III. The meet and confer obligation was completed on February 10, 2023 with ALBE regarding the proposed changes, which they are in support of.

The Energy Resources and Human Resources Departments has been advised that this item is on today's agenda. Representatives from the Departments are present to respond to any questions by the Civil Service Commission may have.



Date: March 7, 2023

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources 

Subject: **CLASSIFICATION SPECIFICATION REVISION – GAS CONSTRUCTION
WORKER I-III**

Attached please find the revised classification specification for Gas Construction Worker I-III. Long Beach Utilities Department worked with the Department of Human Resources and Civil Service Department to revise the classification specification. The revisions reflect changes in the duties of the position, in regulatory compliance, and in the natural gas pipeline industry. Additionally, some duties listed in the current classification specification were removed as they were reassigned to the Gas Field Technician classification adopted by the Commission. Revisions also include an update to the Reports To, Distinguishing Characteristics, Examples of Duties, Minimum Requirements, and Knowledge, Skills, and Abilities sections.

Human Resources staff worked with Civil Service and the Long Beach Utilities Department to complete the meet and confer process. Having completed the meet and confer obligation with the labor association that represents the classification, the Department of Human Resources is requesting the Civil Service Commission to adopt the revised classification specification for Gas Construction Worker I-III.

Should you have any questions regarding this item, please contact Russ Ficker, Human Resources Officer, at (562) 570-7147.

Attachments:

Gas Construction Worker I-III Classification Specification

cc: Fred Verdugo, Deputy Human Resources Director
Russ Ficker, Human Resources Officer

TITLE: **GAS CONSTRUCTION WORKER I-III**

DEFINITION: Under general supervision, performs construction, maintenance, and repair of natural gas pipelines and related distribution system facilities and equipment.

REPORTS TO: Gas Maintenance Supervisor I/II

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the entry-level duties of the classification in a training capacity.

Grade Level II - Performs the journey level duties of the classification and may act in a lead capacity. Requires Class A commercial driver license and Operator Qualification certification.

Grade Level III - Performs the most complex duties of the classification including tapping and pressure control, or tooling repair and equipment maintenance, and may act in a lead capacity. Requires Class A commercial driver license and Operator Qualification certification.

EXAMPLES OF DUTIES:

- Performs a variety of semi-skilled and skilled work in the installation, maintenance, repair of natural gas pipelines and related distribution system facilities and equipment;
- Operates commercial vehicles and other equipment;
- Excavates, shores, and compacts trenches;
- Operates and maintains a variety of pneumatic and hydraulic tools and other related construction equipment;
- Bends, cuts and threads pipe;
- Prepares and applies pipe protective coatings;
- May install valves, clamps, and fittings;
- May read and interpret sketches or diagrams of pipe system layouts;
- Assists welders, heavy equipment operators, and other skilled workers;
- Observes safety rules and regulations;
- Performs various polyethylene (PE) pipe joining methods;
- May operate combustible gas detectors and perform leakage investigations;
- May install, operate, maintain and repair tapping and pressure control equipment;
- May act in a lead capacity and train staff;
- May evaluate staff for Operator Qualification assigned tasks;
- Responds to emergency repair of natural gas pipeline infrastructure;
- Performs other related duties as required.

CLASSIFICATION SPECIFICATION

Classification and Grade Level (continued)

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MINIMUM REQUIREMENTS:

- One year experience in one or more of the following: the construction, maintenance or repair of natural gas, water, sewer or oil pipeline infrastructure systems; gas distribution work including performing residential, commercial and industrial gas appliance and service work; general construction; operation of various types of construction-related equipment; and plumbing, welding or other trade-related work.

A valid motor vehicle operator's license is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of proper use of tools and equipment.
- Knowledge of construction jobsite safety standards.
- Ability to operate machinery.
- Ability to follow instructions and comply with established procedures.
- Ability to work in a team environment.
- Ability to regularly lift up to 60 pounds and perform strenuous manual labor on a daily basis (dig by hand, operate jackhammers, etc.)
- Ability to exercise good judgment, tact, and initiative when dealing with the public.

A Class A commercial driver license is required prior to passing probation and maintained as a condition of employment.

Must comply with the Anti-Drug and Alcohol Misuse Prevention Program as required by the Federal Department of Transportation regulations.

Must comply with the Operator Qualification Program based on department standards and maintained on an ongoing basis.

Must comply with the City of Long Beach Respiratory Protection Program including submitting to fit testing and the use of respiratory protective equipment.

Willingness to work an alternate work schedule, weekends, holidays, overtime hours, and standby rotation, as required.

HISTORY:

Approval/Adoption Date: 01/22/74

Title changed from Gas Utilityman: 09/01/74

Revised: 01/22/74, 03/25/91

Grade levels I, II, and III established 07/01/87

Title changed from Gas Utility Assistant I-III

Approval/Adoption Dates Civil Service Commission: 04/26/06

Revised: 09/xx/2022