



Memorandum

Date: September 15, 2021

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION – GAS FIELD TECHNICIAN I-III**

On September 10, 2021 the Civil Service Department received correspondence from Joe Ambrosini, Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for Gas Field Technician I-III. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

Facts for consideration:

- The classification specification of Gas Field Technician I-III was adopted in April 10, 2019.
- The classification of Gas Field Technician I-III is exclusive to the Energy Resources Department.

The proposed changes to the Gas Field Technician I-III classification specification are as follows:

Reports to: Changes to the Reports To section, update the classifications that supervise Gas Field Technician I-III.

Distinguishing Characteristics: Changes to the Distinguishing Characteristics section, include updates in experience, training and certification requirements to align with industry standards and reflect the current requirements and duties of each grade level.

Example of Duties : Changes to the Example of Duties section, are minimal and are intended to clarify the existing duty statements and reflect the current job duties.

Minimum Qualifications : Changes to the Minimum Qualifications section, include updated experience and certification requirements. The changes in this section will serve to expand the applicant pool and to retain talent.

Knowledge, Skills and Abilities : The Knowledge, Skills and Abilities section was added to further clarify the requirements and job duties of the classification.

Staff worked with the Energy Resources Department, the Human Resources Department and the Association of Long Beach Employees (ALBE) on the proposed revisions to the Gas Field Technician I-III classification specification.

Staff completed its meet and confer obligation on September 2, 2021 with the Association of Long Beach Employees (ALBE) regarding the proposed new classification.

The Association of Long Beach Employees (ALBE) representatives, and the Human Resources Department have been informed that this request is on the Civil Service Commission agenda today.

Representatives from the Energy Resources Department and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

MC 9/15/2021 Revised to Class – Gas Field Technician I-III



Date: September 10, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION REVISION – GAS FIELD TECHNICIAN I-III**

Attached please find a draft revised classification specification for Gas Field Technician I-III. The Energy Resources Department requested to revise the classification specification to provide clarification of the requirements for appointment to the respective grades and update required certifications based on changes with industry standards and availability of training and certification courses. Revisions were made to the Distinguishing Characteristics, KSAs, and the Examples of Duties to reflect the current requirements and job duties of each grade level. The Minimum Qualifications were revised in an effort to reach a larger applicant pool and to retain current talent.

Human Resources staff worked with Civil Service and the Energy Resources 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 adopt the revised classification specification for Gas Field Technician I-III.

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

FV:KC:VK

Attachments:

Gas Field Technician I-III Classification Specification

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

TITLE: **GAS FIELD TECHNICIAN I – III**

DEFINITION: Under general direction, performs State and Federal compliance activities and meter installations associated with the delivery of natural gas to gas utility customers.

REPORTS TO: Corrosion Control Supervisor, Gas Distribution Supervisor, Gas Maintenance Supervisor, or Principal Construction Inspector.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the journey-level duties of the classification such as surveying for leaks, responding to Underground Service Alerts, valve and/or regulator station maintenance, telemetry, and/or monitoring corrosion control systems. Level I employees may assist certified Gas Field Technicians in Grade Levels II-III with corrosion control, valve and/or regulator station maintenance, and/or telemetry.

Grade Level II - Performs moderately complex duties of the classification including corrosion control, valve and/or regulator station maintenance, and/or telemetry. Three years of experience in corrosion control, valve and/or regulator station maintenance or telemetry, is required. Additional requirements at time of appointment include a Certificate of Completion as a CP Tester for the Corrosion Control Specialty; a certificate of training through a regulator manufacturer relating to regulators fundamentals of pressure regulation and operation of pressure regulating stations for the Valve and/or Regulator Station Maintenance specialty; or a Certificate of Training in flow computers, programmable logic controllers, or remote terminal units specific to the devices currently utilized in the delivery of natural gas for the Telemetry specialty.

Grade Level III - Performs the more complex duties of the classification including corrosion control, critical valve and/or, pressure regulator station maintenance, and/or telemetry duties; maintains and repairs the AMI network; and acts in a lead capacity. Five years of experience in corrosion control, valve and/or regulator station maintenance and/or telemetry, is required. Additional requirements at time of appointment include, NACE Certification as a CP Tester (CP-1) for the Corrosion Control specialty; attendance and completion of all advanced training classes for valve and/or pressure regulator operation/maintenance for the Valve and/or Regulator Station Maintenance specialty, or . a Certificate of Completion of two years of electronics coursework in the installation, repair, and calibration of

direct and remote equipment, and instrumentation used for the transmitting of data for pressure monitoring, corrosion control monitoring, metering, and supervisory control of the flow and measurement of natural gas, or comparable coursework, for the Telemetry specialty.

EXAMPLES OF DUTIES:

- Surveys for leaks;
- Operates, paints, inspects, maintains, monitors, repairs, installs, troubleshoots, and removes natural gas distribution valves, pressure regulators, controls, commercial/industrial meter set assemblies, and other pipeline facilities;
- Investigates and repairs leaks on gas distribution pipeline facilities;
- Responds to, locates, and marks Underground Service Alert requests;
- Writes reports of work performed and prepares reports on daily, weekly, and monthly metering information;
- Reads and interprets sketches or diagrams of pipe system layouts;
- Performs other related duties as assigned.

Level II:

- Tests, maintains records, and monitors the cathodic protection system; maintains and repairs cathodic protection equipment; and identifies and corrects problems related to the cathodic protection system;
- Tests, maintains records and monitors the performance of all system valves and/or pressure regulator stations;
- Maintains and repairs the system valves and/or pressure regulators;
- Identifies and corrects problems related to the system valves and/or pressure districts;
- Operates, installs, inspects, repairs, calibrates, removes, and maintains records for direct and remote equipment and instrumentation used for various telemetering operations, gas odorization, gas metering, pressure regulation and gas detection;
- Installs, maintains, and troubleshoots radio and telephone telemetry systems and low voltage electric circuits; and,
- May train personnel.

Level III:

- Performs skilled gas plant work in the installation and maintenance of telemetry and control devices and Supervisory Control and Data Acquisition (SCADA) systems;
- Through SCADA, monitors and provides reports to Engineering staff relating to gas system and corrosion area operations and system pressures to ensure compliance with Department of Transportation regulations and troubleshoots system anomalies;
- Oversees the parameters for gas distribution systems operations, critical valve maintenance and/or district pressure regulation;

- Maintains, troubleshoots, and repairs the AMI network;
- Provides general oversight of corrosion functions;
- Provides general oversight of critical system valves and/or pressure regulation maintenance; and,
- May train and assist with training personnel.

MINIMUM QUALIFICATIONS:

- Two years of experience as a Gas Construction Worker II or Gas Field Service Representative II or equivalent position.
- A Department Operator Qualification certification for the tasks relating to the job assignment (i.e. Corrosion Control, Leak Survey, , Telemetry, Underground Service Alert Response, or Valves and/or Regulator Station Maintenance) must be obtained prior to passing probation and maintained as a condition of employment;
- Subject to the Federal Department of Transportation Pipeline and Hazardous Material Safety Administration's (PHMSA) Anti-Drug & Alcohol Misuse/Prevention Program
- Valid California motor vehicle operator's license;
- Willingness and ability to work an alternative work schedule, overtime, weekends, holidays, irregular hours, and be on-call, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of natural gas pipeline distribution systems;
- Knowledge of industry standards and principles for construction, installation, repair or maintenance of natural gas distribution systems;
- Ability to safely lift and move objects weighing up to 50 pounds;
- Ability to enter confined spaces;
- Ability to work from heights;
- Ability to operate a computer, tablet, or other electronic devices;
- Ability to communicate effectively both orally and in writing, and
- Ability to perform mathematical calculations.

HISTORY:

Established: 09/15/2015

Approval/Adoption Dates:

City Council Adopted: 01/22/2019

Civil Service Commission Approval: 04/10/2019