



Medicine Hat The Gas City

JOB DESCRIPTION

POSITION TITLE: GAS DISTRIBUTION ENGINEERING TECHNOLOGIST II

WORKING TITLE: GAS DISTRIBUTION ENGINEERING TECHNOLOGIST II

REFERENCE NO: 52253

DIVISION: UTILITIES

DEPARTMENT: GAS DISTRIBUTION

APPROVAL DATES: BY: 
UTILITIES COMMISSIONER

DATE: Feb 11, 2016

BY: 
GENERAL MANAGER, HUMAN RESOURCES

DATE: Feb 11, 2016

GENERAL DESCRIPTION:

This is a junior level technical position within the Engineering Section of the Gas Distribution Department. The incumbent is responsible for the design, coordination and inspection of assigned Gas Distribution construction and maintenance projects and for drafting and mapping of Gas Distribution plant.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Gas Distribution Engineering Superintendent.
- Coordinates and directs Utility Workers, Gas Technicians and Contractors on assigned Gas Distribution construction and maintenance projects.
- Required to establish and maintain effective working relationships within Gas Distribution, with other City departments, government officials and employees, property owners, contractors, oil and gas industry and utility company representatives and the general public.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for the acquisition of materials, installation, inspection, stewardship (cost accounting), tie-in and testing of Gas Distribution projects which are assigned with a contractor involved.
- Assists in the development of tender documents and evaluation of proposals.
- Responsible to ensure that all safety standards are complied with while acting as the Project Inspector on assigned construction projects.
- Responsible, when required, to undertake the training of new employees.
- Compiles and processes as-built information records and regularly updates Gas Distribution Department plans, maps and GIS data base under the direction of the supervisor.
- Prepares preliminary designs and bill of materials of Gas Distribution plant for construction drawings as assigned using ACAD.
- Performs SynerGEE simulations under the supervision of the Engineering Superintendent to determine future plant reinforcement, and performs simulations in the performance of maintenance and repair functions.

- Responsible for the operation, care and maintenance of a motor vehicle, as well as any tools and equipment required for carrying out job activities.
- Responds to customers complaints on assigned construction projects and resolves problems within their limited scope of authority.
- Prepares oral and written reports as requested, including but not limited to, draft responses on encroachment requests, subdivision approvals, and utility construction reviews.
- Drafts correspondence and application forms for various regulatory bodies. Provides information for the preparation of crossing consent agreements for other utility and resource (oil and gas industry) companies.
- Will be required to work flexible hours to ensure completion of job duties.

NECESSARY KNOWLEDGE, ABILITY AND SKILLS:

- Knowledge of the practices, procedures, materials and equipment used in natural gas distribution.
- Strong organizational skills to plan, schedule, implement and manage multiple projects concurrently.
- Ability to receive oral or written instructions from the Superintendent or supervisor and execute the instructions.
- Knowledge of the occupational hazards associated with natural gas.
- Knowledge of Gas Distribution procedures, policies and practices, and City safety policies and procedures.
- Ability to work under the pressure in emergency situations.
- Demonstrated ability to operate engineering graphics hardware and applicable software (Autocad / ArcGIS / Word Processing / Spreadsheet) or equivalent.
- Must be physically fit and able to endure the environmental and physical hardships of working outdoors on a job site in various weather conditions.
- Ability to establish and maintain effective working relationships with co-workers, other departmental staff, contractors and the general public.
- Ability to perform all duties and responsibilities expediently and accurately.

NECESSARY TRAINING AND EXPERIENCE:

- Successful completion of a two year diploma in Mechanical or Civil Technology from a recognized post-secondary institution.
- Registered member of Alberta Society Engineering Technologists (ASET) within six months of taking on the position, and while in this position maintain registration as a Certified Technician (C. Tech) or Certified Engineering Technologist (C.E.T.)
- Two years of directly related gas distribution work experience.
- Must possess and maintain a valid Class 5 Alberta Vehicle Operator's Licence and will obtain a City Operator's Licence.
- Successful completion of all training courses required to maintain this position.
- An equivalent combination of management approved training, education and experience may be considered.