

Leak Detection/GIS Specialist Position Description #62

Basic Function

Under general direction of the Distribution Supervisor, completes specialized work securing pipeline GPS locations and feature data, developing as-built drawings needed to maintain accurate and up-to-date gas utility maps, performing locates and assisting with system damage prevention programs.

Primary Duties and Responsibilities

1. Utilize GPS equipment to capture geospatial data and update the District Map
2. Verify As-Builts
3. Update the District Maps from As-Builts or other sources used by the GIS department
4. Assist with updates to the District map to improve mapping accuracy
5. Coordinate with and assist Distribution in trouble shooting problem areas, including tracer wire, line markers, tests stations, etc.
6. Survey utility areas for possible problematic corrosive conditions
7. Assist with field locates
8. Perform leak surveys on District mains, service lines, and other infrastructure as required to fulfill our regulatory compliance
9. Perform system patrolling and inspections of distribution piping
10. Repair leaks as required.
11. Respond to emergency calls and make necessary repairs as needed.
12. Complete required documentation for all work performed
13. Accurately record information in written communication and Information Systems as required.
14. Perform cross training to assist in Distribution as directed.
15. Maintain all education and training requirements for GIS Specialist as instructed by supervisor
16. Perform additional tasks and related duties as deemed necessary by supervisor
17. Operate department vehicles, perform normal operator maintenance maintain tools and equipment. Responsible for inventory items obtained from stock or carried in vehicle.
18. Assist other sections and departments as needed.
19. Perform standby duty as required.

Knowledge, Education and Skill Requirements

Requires graduation from high school or possession of an acceptable equivalency diploma. Requires Certificate in Geographic Information Systems (GIS) or comparable experience (minimum 3-5 years). Knowledge and experience in natural gas distribution maintenance and/or service work preferred. Must be willing and able to exercise due diligence in performing field work drawing as-builts, design ticket locates and other job functions accurately and efficiently, with keen sensitivity to the importance of tasks assigned. Requires

ability to work independently with little supervision and ability to read blueprints, maps and reference material and perform simple mathematical calculations. Candidate must be comfortable utilizing computer related or other specialized electronic equipment. Requires ability to successfully complete required and related OQ training for specified tasks. Requires tact and diplomacy working with customers and representing the District to the public.

Other Significant Facts

License: Requires valid Florida drivers license.

Working conditions: Works primarily outside and is exposed to extremes in weather conditions.

Physical effort: Requires prolonged standing, walking, bending, stooping and digging. Use of shovels and post hole diggers. Lifting, carrying, use of fingers, use of both hands, use of both eyes, smelling and balancing.

Attendance: Regular attendance is an essential function of the position.

Overtime: May be required to work overtime with little notice. Subject to work other shifts.

Drug/alcohol testing: Employees in this position are required to undergo testing for alcohol and illegal drugs.

This position description should not be construed to imply that these are the exclusive duties of this position. Employees may be required to follow any other instructions, and to perform other related duties, that may be required by their supervisor(s).

Employee Signature

Date

02/18