



POSITION DESCRIPTION

Position Title:	Service Technician - Ottetail		
Description Number:	4.5.2	Classification:	Technical
Department:	Engineering and Operations	FLSA Status:	Non-exempt
Date issued/Revised:	October 2022	Employment Status:	Full-time

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Summary of Position:

Performs operation and maintenance duties on the natural gas distribution system. Responsible for preparing materials for use by Cooperative employees and receiving, maintaining and storing materials for the efficient operation of the Ottetail warehouse facility. Provides custodial service and routine repairs for the Ottetail location and grounds to ensure these areas are neat, safe, and in good repair.

Leading Self:

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own affect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative, and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.
9. Business Focused – Understands LREC's and LRES's business and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC and LRES business objectives.

Job Responsibilities:

1. Natural Gas Distribution System
 - a) Operations and maintenance duties

- b) Perform gas leak investigation and repair, locating, corrosion control, and odorization.
 - c) Perform work orders and service orders as required.
 - d) Mount and install meters along with repair, disconnect and/or remove defective or unauthorized meters.
 - e) Provide first responder assistance in emergency situations, occasionally after hours.
 - f) Participate in annual reviews established by the Minnesota Office of Pipeline Safety (MNOPS).
 - g) Participate and assist with coordination of safety training related to natural gas.
 - h) Assist as needed with providing work direction for LRES contractors.
2. Material Preparation
- a) Prepare the materials for use to comply with construction units specified on the staking sheets for use by the Cooperative lineworkers.
 - b) Assemble the components of metering equipment as required.
 - c) Edit the material charge out sheets returned to show actual materials used before forwarding to the appropriate departments.
 - d) Deliver materials to job sites as requested.
3. Warehouse Material
- a) Receive new warehouse and non-warehouse materials. Ensure the new materials received are correct in quality and quantity and complete the appropriate documentation.
 - b) Properly store the warehouse materials.
 - c) Assist in maintaining adequate inventory levels by checking and verifying stock and non-stock items and advise Material Supervisor of needed items.
 - d) Maintain the warehouse, pole yard and surrounding areas in a clean and neat manner.
 - e) Receive and dismantle, if necessary, returned materials.
 - f) Determine if used materials may be returned to stock for reuse or are not reusable. Complete appropriate documentation for the disposition of used materials.
 - g) Return reusable materials to the proper containers.
 - h) Properly dispose of non-useable materials.
4. Hazardous Material
- a) Maintain proper storage and labeling of hazardous, caustic, corrosive or toxic materials in the warehouse in accordance to MPCA/OSHA specifications.
 - b) Assist in the proper disposal of hazardous materials as requested.
5. Custodial
- a) Vacuum, sweep, dust and care for the floors in office and warehouse.
 - b) Provide clean and sanitary conditions in the rest rooms.
 - c) Collect and dispose of waste material. Properly dispose of refuse collected. Recycle material as much as possible and deliver recyclable material to the collection sites.
 - d) Wash windows as needed.
 - e) Change filters on air handling equipment as required.
 - f) Make minor repairs when possible and if needed report to facilities technician.
6. Outdoor Maintenance
- a) Remove snow from all walks and employee and public parking areas. Snow removal is considered a priority, which may require work at times other than the normal schedule.
 - b) Perform general lawn and shrubbery care including mowing, watering, pruning, raking and spraying to maintain the grounds in excellent condition.
7. Cable Locating
- a) Locate, mark and flag underground cable and pipeline.
 - b) Enter tickets on the Gopher State One Call (GSOC) response website
8. Standby Generators

- a) Assist with performing annual maintenance and service on LREC standby generators throughout service territory.
- b) Identify efficient schedule and coordinate with members for maintenance appointments.
9. Familiar with the general responsibilities and required knowledge inherent in the position.
 - a) Familiar with Rural Utility Services (RUS) construction specifications, LRES Operations Manual and established policies of the Cooperative.
 - b) Familiar with Lake Region's buildings including the mechanical and electrical systems.
 - c) Use radio communication equipment in accordance with Federal Communications Commission (FCC) regulations.
 - d) Familiar with the tools and equipment used by warehouse personnel and in the maintenance of the facilities. Maintain a forklift operator certification.
 - e) Familiar with the Cooperative's service territory and mapping system.
 - f) Wear proper clothing in all types of weather to maintain good health and maintain acceptable appearance for good member and public relations.
 - g) Ensure the safety of everyone in the facilities and be attentive to the liability of the Cooperative.
 - h) Develop thorough knowledge of safe operating practices that apply to the job.
 - i) Communicate with supervisor and team members to ensure effective and efficient maintenance of facilities.
 - j) Responsible for watching the weather and responding to weekend or evening snowfall or building emergencies.
 - k) Perform other duties as may be occasionally assigned.

Reporting Relationships:

Reports to:	Superintendent - Ottertail
Supervises:	No one
Receives directives from:	Electric/Natural Gas Technician
Team members:	Electric/Natural Gas Technician, Facilities Technician, Lineworkers
External relationships:	Delivery services, contractors performing services for the cooperative, salespersons and technical representatives, customers.

Specifications:

Education and Experience:

- High school diploma or equivalent
- Previous experience with inventory and material handling
- Previous experience as a utility natural gas technician helpful but not required

Skills and Abilities:

- Ability to understand and apply electric utility and natural gas terminology.
- Basic computer knowledge and proficiency with Microsoft Office products.
- Technical skills to operate gas equipment and tools.
- Operation of janitorial and grounds maintenance equipment.
- Ability to follow instructions and work independently.
- Speak, read and understand English.
- Be eligible to obtain and maintain a CDL license.
- Ability to obtain and maintain Operator Qualification (OQ) certification.
- Excellent interpersonal skills.
- Ability to understand maps and records.

Additional Expectations:

Overtime may be required to complete the duties as directed. Assistance will be expected during major outages.

Physical Demands and Working Conditions:**Summary:**

Work in climate- controlled warehouse, frequently work outside. Work with considerable physical exertion, often experiencing vehicular traffic and slippery floors. Kneel, pull, bend and work in awkward positions. Frequently lift materials weighing up to 50 pounds, occasionally lift material weighing up to 100 pounds. Climb on equipment and ladder. Occasionally exposed to chemicals that must be handled in accordance to manufacturer's directions.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

Physical Demands Required to Perform Duties:	
Physical Demands	Frequency Examples
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Frequently lift equipment and materials weighing up to 50 lbs. Occasionally lift equipment and materials weighing up to 100 lbs.
Twisting, Pushing, Pulling	Frequently
Climbing, Balancing	Frequently
Kneeling, Crawling	Frequently
Talking	Frequently
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently
Bending	Frequently
Gripping, Grasping	Frequently
Other physical demands	Hand-eye coordination
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Frequently
Low visibility	Occasionally
Noise	Frequently exposed to noise level greater than 85 decibels
Moving parts	Frequently
Energized equipment	Frequently
High, exposed places	Not Applicable
Radiant energy	Occasionally
Exposure to chemicals	Frequently
Vehicular traffic	Frequently
LED/LCT screens	Occasionally

<i>Physical Demands Required to Perform Duties:</i>	
Slippery conditions	Occasionally
Other environmental conditions	Occasionally