



## **POSITION DESCRIPTION:**

Title: Gas Apprentice

Department: Operations

Reports To: Gas Foreman and Operations Superintendent

Exempt Status: Non-Exempt

Employment Status: Regular Full Time (40 Hours/ week)

## **SUMMARY:**

The Gas Apprentice is responsible for the construction, maintenance, inspection, and repair of steel and poly gas service lines and mains. This position plays a vital role in ensuring safe and reliable gas delivery to members, responding to service requests and emergencies, and maintaining compliance with safety and regulatory standards.

## **ESSENTIAL RESPONSIBILITIES:**

- Install, maintain, and repair natural gas service lines, meter sets, valves, and regulators.
- Respond to gas leak reports, investigate issues, and perform corrective actions in a safe and timely manner.
- Perform routine maintenance tasks including line inspections, corrosion protection, and meter checks.
- Required to participate in standby rotation for after-hours, weekend, and holiday emergency response.
- Assist with residential and commercial service installations.
- Accurately read meters and record data as required.
- Use and maintain tools and equipment properly; report any issues to supervisors.
- Ensure work practices meet PHMSA, OSHA, and cooperative safety regulations.
- Have working knowledge of NISC iVue programs.
- Maintain knowledge of the gas system layout, including valve and regulator station locations.
- Be in compliance with the Operator Qualification program.
- Document work activities and complete necessary reports and paperwork.
- Attend safety and training meetings as required.
- Maintain cooperative vehicles in clean and serviceable condition.
- Recommend to supervisors where improvements can be made in operations, practices, procedures, and methods.
- Promote a positive image of the cooperative through courteous and professional service.
- Perform other duties as assigned by supervision.

**KEY COMPETENCIES:**

- Member Focus: Responds promptly and respectfully to member needs and concerns.
- Problem Solving: Identifies issues and implements safe, practical solutions.
- Teamwork: Works cooperatively with crew members and supervisors.
- Communication: Communicates effectively with internal staff and the public.
- Technical Skills: Demonstrates competency in using equipment, tools, and mapping systems.
- Dependability: Follows instructions, responds to management direction, and takes responsibility for actions.

**EDUCATION & EXPERIENCE:**

- High school diploma or equivalent required.
- Minimum of two years' experience in gas system operations or maintenance is preferred.

**JOB KNOWLEDGE:**

- Understanding of gas utility operations and safety procedures.
- Knowledge of trenching, welding, and meter installation practices.
- Familiarity with PHMSA and OSHA safety standards.
- First Aid and CPR certification required.
- Proficiency in operating trenchers, backhoes, and other related equipment preferred.

**CERTIFICATES & REQUIREMENTS:**

- Valid Montana CDL license
- Certified Welder preferred or ability to obtain certification as required.
- Drug and alcohol-free workplace. Subject to random drug and alcohol testing.

**PHYSICAL DEMANDS / ENVIRONMENTAL CONDITIONS:**

- Frequently required to lift up to 50 lbs and occasionally up to 100 lbs.
- Must work in adverse weather conditions including extreme cold, heat, and precipitation.
- Must be able to kneel, bend, twist, and work in confined or elevated spaces.