

UTILITY TECHNICIAN

Utilities | Gas Distribution



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Utility Technician is responsible for the safe, reliable, and efficient operation of gas distribution systems through technical oversight, field inspections, and system maintenance.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Require response to 24-hour call as scheduled and during emergencies.

Work extra hours as needed.

SHIFT

7 a.m. to 3:30 p.m.

LOCATION

Houma Service Complex

REPORTS TO

Utility Superintendent – Gas

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

Labor intensive tasks

Routine digging, lifting, bending, climbing, and confined space entry

WORK ENVIRONMENT

Primarily outdoors and physically demanding, involving fieldwork in varying weather conditions, exposure to hazards, and occasional warehouse and shop tasks.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Louisiana Driver's License

Maintain personal telephone service

In this role, the incumbent will be expected to perform tasks required by CFR Part 192.801 including managing daily operational activities, supervising service technicians, performing regulator and valve inspections, programming and installing meters, maintaining GIS and compliance records, and supporting long-term planning and project execution.

JOB DUTIES

- Conduct inspections of regulator stations, valves, and odorization systems; perform pressure chart changes and verify system calibration.
- Manage and provide guidance to service technicians; assist in supervising senior service operators as needed.
- Respond to dispatch calls and investigate field issues, including leak detection and resolution.
- Perform meter programming (880, Romet, M-Corrector) and install specialized meters and heaters at regulator stations.
- Maintain and update GIS records, including Green Bar Cards, GPS data, and leak sheet inputs in HYPERWEB; track and trace pipelines using ESRI utility pipe data model.
- Collect gas samples, complete Power Plant reports when on call, and ensure proper calibration of system apparatus.
- Conduct quarterly and annual inspections, including regulator stations, overhead structures, ditch and bayou crossings, and high-pressure valves; complete associated reports.
- Perform cathodic protection surveys, leak survey walks, and maintain compliance with federal and organizational standards.
- Monitor and respond to emails; prepare and deliver daily operational reports to the Superintendent and Director.
- Assist with project planning, cost estimates, and preparation for capital expenditure initiatives.
- Maintain equipment readiness, verify employee training compliance, and perform vegetation control at regulator stations.
- Participate in system planning, drafting, and preliminary design work under supervision; inspect construction and repair work in progress.
- Ensure adherence to safety protocols and regulatory requirements; respond to emergencies and workload demands on a 24-hour basis.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to take initiative and accountability in field operations, often guiding or supporting team efforts during repairs and emergency responses ensuring work is completed safely while fostering a collaborative, efficient team environment.
- **Time Management:** Effectively prioritizes tasks and completes multiple field and maintenance assignments within established deadlines.
- **Analytical Skills:** Ability to identify and address issues such as leaks, malfunctions, or maintenance needs in gas lines, valves by accurately interpreting data from detection instruments and site conditions and recommend appropriate corrective actions.
- **Communication Skills:** Ability to clearly and professionally convey technical information to supervisors, team members, and customers while maintaining professionalism in high-pressure situations.
- **Organizational Skills:** Maintain orderly work areas, manage inventory of tools and materials, and ensure compliance with documentation requirements.
- **Technical Skills:** Proficient in gas distribution systems, meter programming, GIS mapping, and adhering to the safety regulations outlined in CFR Part 192.801. Ability to understand and operate tools, machinery, and equipment necessary for gas line installation, repair, and maintenance.
- **Qualifications:**
 - High school diploma or GED certification required.
 - Two (2) years of work experience in the operation and maintenance of natural gas distribution systems, regulator stations, GIS mapping and meter programming.
 - Ability to become qualified on all tasks within the six-month probationary period of employment. During this time, employee will be allowed two attempts at each task to demonstrate qualification. Second failure will result in termination.

