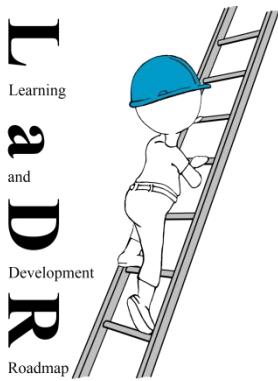




Learning and Development Roadmap

June 28, 2017

Gas Technician Position Plan



“Setting the Standard for Excellence”

LaDR Approval

Stephen Mayfield, Manager, Gas Operations

Date

Charles Ziegmont, Career Progression Coordinator

Date

Gas Utility Specialist Position Panel

Laura Mooney, Regulatory Compliance Manager
Panel Chairman

Date

Earl Lively, Foreman II

Date

Anthony Dillon, Equipment Operator III

Date

Dean Poppell, Super-Meter Repair/Measurement

Date

1. Purpose

The purpose of this document is to establish the Gas Utility Technician (GUT) as a position progression opportunity through a Leadership and Development Roadmap (LaDR) within the Career Progression Program (CPP or Program). The purpose of the LaDR is to fulfill the objective of the CPP and:

- Train participants in the safe and proper methods to operate, maintain and service the natural gas utility.

2. Scope

The elements of this LaDR apply to the following position titles and identified requirements:

Position Title	Pay Band	Band Class Title	Minimum Training and Experience Requirements	Driver's License	UU Training Curriculum	Progression Requirements
GUT I	J	Senior Equipment Operator	* High School Diploma or equivalent * 1 year Experience	Class E	Complete Standby and Operator Qualifications	New Hires: must progress to GT II within 24 months
GUT II	J	Technician	* Same as GT I and; * Operator Qualifications for Gas Utility *Can perform Standby *+ 1 yr additional Experience	Class E	To be determined	May Progress to GT III after minimum 1 yr as GT II
GUT III	I	Senior Technician	* Same as GT II and; *+ 1 yr additional Experience	Class E	To be determined	N/A

3. Definitions

CPP Plan – refers to the Career Progression Program Implementation Plan and Operational Control.

See CPP Plan for additional definitions.

4. Responsibilities

Gas Utility Technician Position Panel (Panel) – Staff identified in the signature section of this document shall comprise the Gas Utility Technician Position Panel. The panel shall fulfill the duties identified in the Career Progression Plan for Underground Utilities and Public Infrastructure. Members are identified by the Gas Operations Manager and may change in membership as needed to fulfill the objectives of the Divisions, CPP and LaDR.

See CPP Plan for additional roles and responsibilities.

5. Objectives

- Identify the “specific” competencies for the GUT position series within the program and establish a clear instructional pathway through training for staff to gain these competencies. Specific competencies will be identified in the Job Specifications for each position.

6. Procedure

- A. The development of the GUT position followed the procedure established in the CPP Plan section 5.B.
- B. Requests for progression shall follow the procedure outlined in the CPP Plan section 5.C. Staff requesting progression shall complete the Progression Request Form (CPP Form 8.1) and submit to position Panel for review.
- C. Panel shall review requests for progression in accordance with CPP Plan and this LaDR (attachment 9.1) and ensure completion of milestones through training (attachments 9.2-9.4).
- D. Additional Position Levels may be identified and added to this plan at a later time.

7. Records

- 7.1. Training Records (PeopleSoft record)
- 7.2. Certificates/Licensure

8. Related Documents

- 8.1. Gas Operator Qualification Plan and Procedures
- 8.2. Job Specifications
- 8.3. PIQs
- 8.4. Progression Tracking Form – Employee / Supervisor Review

9. Attachments

- 9.1. LaDR
- 9.2. Training Matrix GUT I
- 9.3. Training Matrix GUT II
- 9.4. Training Matrix GUT III
- 9.5. Letter of Intent for New Hires

10. Abbreviations

- 10.1. Core Competencies
 - 10.1.1. A: Agility
 - 10.1.2. ECS: Excellent Customer Service
 - 10.1.3. EO: Efficient Operations
 - 10.1.4. ES: Environmental Stewardship

- 10.1.5. K&E: Knowledgeable & Educated Workforce
- 10.1.6. LET: Leading Edge Technology

10.2. CV: Core Values

10.3. OTJ: “On the Job” – All or part of the training and /or performance evaluation by the appropriate supervisor or panel is made while performing “On the Job” duties.

Inception Date: March 2016
Revision Dates: June 28, 2017

Attachment 9.1: LaDR for GUT I to GUT III

Progression through higher level duties	Complete 100% of Training for GUT III Curriculum	May Progress ----->
	\$ (+5%)	
	* Achievement of Milestone 3B	
	\$ (+5%)	
	*Achievement of Milestone 3A	
GUT III Pay Band TBD	\$ TBD (Position Base Pay)	
Progression through higher level duties	* Achievement of Milestone 2C (re-class to GUT III) Complete 100% of Training GUT II Curriculum	
	\$15.80	
	* Achievement of Milestone 2B	
	\$15.04	
	*Achievement of Milestone 2A	
GUT II Pay Band J	\$14.32 (Position Base Pay)	
Progression through higher level duties	* Achievement of Milestone 1C (re-class to GUT II) Complete 100% of Training GUT I Curriculum	Must Progress (2 years) ----->
	\$13.02	
	* Achievement of Milestone 1B	
	\$12.40	
	*Achievement of Milestone 1A	
GUT I Pay Band J	\$11.81 (Position Base Pay)	

Attachment 9.2: GUT I - Training Summary and Matrix

GUT I Training

Milestones to demonstrate the ability to perform higher level duties (GUT-II). These duties are to be learned through training and experience.

Milestone 1A

- 50% completion of all Environmental, Health and Safety Courses and City required courses and routinely follows and demonstrates safe work practices;
- Under direct supervision, performs entrant and attendant work in gas utility confined spaces, excavations, and trenching to make or assist in making repairs;
- Can perform Maintenance of Traffic by erecting barricades, traffic control devices and various safety apparatus on worksites.
- Understands the properties of natural gas and is able to identify potential ignition sources;
- Can recognize and mitigate against abnormal operating conditions for gas utilities,
- Uses power tools, pressure gauges, and/or electronic equipment device including locators and leak technician detection devices;
- Load and unloads equipment safely and efficiently(not higher level duty);

Milestone 1B

- 75% completion of all Environmental, Health and Safety Courses and City required courses and routinely follows and demonstrates safe work practices;
- Can respond under emergency conditions and provide after normal working hours on-call and/or standby duty.
- Performs maintenance, repair, installation and/or troubleshooting on gas meters, gas and water valves, meter boxes, and other associated gas utility components, as is applicable;
- Performs pipe joining, fusing, pipefitting, and other work associated with the gas utility industry.
- Performs technical labor such as setting meters, building meters and regulator stations, raising valve boxes, pouring concrete and installation of natural gas piping systems.
- Operates and directs the set-up of various gas utility equipment such as tapping machines, pipe saws, meter proofing equipment, pipe fusing equipment, and other equipment.
- Operates a computer for work order review and completion, and reads/interprets geographical information systems (GIS) data.

Milestone 1C

- 100% completion of all courses designated for the GUT I;
- Completes and obtains a Operator Qualifications for gas utility technician through Energy World Net (EWN) or other COT accepted provider.

GUT I - Environmental, Health and Safety Training*				
Course #	Course Title	Lead	Comp	Hrs
SAF145	Confined Space Entrant/Attendant	Safety	CV1	2
SAF086	Trenching and Shoring – Competent Person	Safety	CV1	3
1DT001	Basic Maintenance of Traffic Flagger	Supervisor	CV1	1
1HS011	Employee Workplace Safety *Intro to Safety Program & Safety Policies * Radio Communication; *Gas Utility Personal Protective Equipment *Safe Vehicle Operation & Defensive Driving *Haz Comm	Safety	CV1	4
SAF116	Bloodborne Pathogens	Safety	CV1	1
SAF096	CPR / First Aid / AED	UUPI	CV1	4
10S056	Fire Extinguisher	Safety	CV1	1
UUE001	Environmental Stewardship *EMS Awareness; * Operational Controls * Spill Prevention and Countermeasure *Stormwater Pollution Prevention	UUPI	ES	2
UGW209	Emergency Preparedness (evacuations, accidents, active shooter)	UUPI	EO	2
	Proper excavation around trees	Electric		2
ELT274	Dump Truck Fundamentals	UUPI		4
UUC017	Loading and Unloading Equipment	UUPI		4

GUT I - City Required / Provided Training*				
Course #	Course Title	Lead	Comp	Hrs
1LC005	Anti-Harassment	COT	CV1	2
ELG175	Ethics	COT	ECS	2
1GS001	Character First	COT	ECS	2
1IC019	Client Centered Customer Services	COT	ECS	3
1HR005	Performance Management – Employees	COT	ECS	3
1LC042	Drug & Alcohol Compliance-New Employees	Safety	CV1	2

Milestone 1A: GUT I - Position Specific Training*			
Course #	Course Title	Lead	Hrs
UUC001	Basic tools & operation of tools(Powered and hand tools)	UU	2
UUC002	Basic Fitting for the Gas Division	UU	2
	Intro to Gas Utility Locating	UU	2
	Standby Training (Meter Shop)	UU	2 weeks
	Abnormal Operating Conditions	EWN	
	Characteristics and Hazards of Natural Gas	EWN	
	Accidental Ignition	EWN	
	Outlook-Introduction	Computer Tutors	
	MS Word: Level 1-introduction	Computer Tutors	
UUC004	Intro to Cityworks or Mobile Work Management	T&I	
UUC005	Intro to GIS, Maps, and Locations	T&I	

Milestone 1B: GUT I - Position Specific Training for Standby			
Task #	Task	EWN Course #	Course Description
803.01	Inspection for Damage	11860 2563	External Pipe Inspection for Anomalies
804.01	Damage Prevention During Excavation Activities	2248 2249 2570 13629	Excavation Soil Classification, Monitor Excavation Activities, Trench Excavation
1002.01	Plastic Pipe - Electrofusion: Couplings	2241 15795	Plastic Pipe - Electrofusion: Couplings
1002.02	Plastic Pipe - Electrofusion: Sidewall	11216	Plastic Fusion Sidewall
1004.01	Plastic Pipe - Sidewall Heat Fusion	15796	
1003.01	Plastic Pipe - Butt Heat Fusion	11385 15794	Plastic Fusion: Butt
1202.01	Outside Leak Investigation, Pinpointing, Grading	2281 2275	Leak Investigation
1203.01	Inside Gas Leakage	2237 2238	Customer Leak Investigation
1401.01	Abandonment or Inactivation of Facilities	2198 2199	Abandonment of Facilities
1415.01	Protection from Hazards	2204 2207	AOC Blowing Gas or Liquid Release
1436	Working with Blowing Gas	2264 2267 2209	AOC Failure to Follow Procedures Hazardous Communication Standard
1427.01	Valve Maintenance : Inspection &	10076	External Integrity Inspection of

	Partial Operation	10081 2438	Valves Internal Inspection of Valves
701.01	Locating, Installing and Protection of customer meters & regulators; residential and small commercial	10584 2318 2271 2263 2262	Recognizing and reporting unsafe meter sets
1005.03	Mechanical Joints - Compression Couplings 2" and less	11846 11284	Joining of Plastic Pipe: Compression Couplings
1005.04	Mechanical Joints - Compression Couplings Greater than 2"		
1005.06	Joining of Pipe - Flange Assembly	11991 2272 2273	Joining of Pipe: Flange Assembly
1201.01	Leakage Survey: Walking	2282 2283	Walking Gas Leak Survey
1432.01	Leak Clamps and Sleeves: Bolt-on type	10919 2393	Install Mechanical Clamps and Sleeves - Bolted
1414.01	Pipeline Shutdown, Startup or Pressure Change: Squeeze off Pipe	2307 10922	Squeeze off of Plastic Pipe
1418.02	Purging: Small Volume, i.e. service line, short pipeline segments, compressor, component, etc.	13934 4617	Purging of Pipeline Facilities
1418.01	Purging: Large Volume, i.e., Segment of Main and or Transmission Line, etc.		
1422.01	Segment Repair. Replacement, Etc. (service lines, mains & transmission lines)	11839 2290	Repairing Steel Pipe
1431.01	Segment Removal	11839 2205 2211 2324 2329	Repairing Steel Pipe AOC Buckled or Dented Pipe Inoperability of a Pipeline Component
402.01	Coating Maintenance: General	13782 13783 2580 2581	Apply Coating Using Hand Application Methods Apply Coating Using Spray Application
2014.01	Service Lines Not in Use and Service Discontinuance	2603 2604 13933 13935	Safe Disconnect of Pipelines Sealing Disconnected Portion of Pipeline

Milestone 1C: GUT I - Position Specific Training			
Task #	Task	EWN Course #	Course Title
1413.01	Line Markers	2291 2549	Marking and Damage Prevention
402.01	Coating Maintenance: General	13782 13783 2580 2581	Apply Coating Using Hand Application Method Apply Coating Using Spray Application
1427.02	Valve Maintenance: Maintenance	10060 10062 10065 10066 2438	Valve body winterization or corrosion inhibition Valve Lubrication Valve Seat Sealing Valve Stem Packing Maintenance
1802.01	Vault Maintenance	2343 2449	Vault and Valve Inspection
802.01	Protection During Disturbance of Segment Support	10915 2605	Aboveground supports and anchors: inspection, preventive and corrective maintenance
1405.01	Underground Clearances	10617 13963	Measure clearance from existing pipe underground structures installed by excavation, boring, or directional drilling
1404.01	Casing Vents and Seals	10916 11988	Installation & Maintenance of Casing Spacers, Vents and Seals
801.01	Locating Pipelines	2285 2284	Locating Facilities
1424.01	Support, Expansion Joint and Anchor Maintenance - exposed pipe	10915 2605	Aboveground Supports and Anchors - Inspection, Preventive, and Corrective Maintenance
401.01	Corrosion Monitoring - Atmospheric, External and Internal	2223 2224 2355 2356 2357 2358	Insert and Remove Coupons - probes for internal corrosion monitoring
2402.01	Visual Inspection of Welds	14051 2608	Visually Inspect that Welds meet DOT Requirements

GUT II Training

Milestones to demonstrate the ability to perform higher level duties (GUT-III). These duties are to be learned through training and experience.

Milestone 2A

- 50% completion of all Environmental, Health and Safety Courses and City required courses and routinely follows and demonstrates safe work practices;
- Under direct supervision, performs entrant and attendant work in gas utility confined spaces, excavations, and trenching to make or assist in making repairs;
- Can perform Maintenance of Traffic by erecting barricades, traffic control devices and various safety apparatus on worksites.
- Can recognize and mitigate against abnormal operating conditions for gas utilities,
- Uses power tools, pressure gauges, and/or electronic equipment device including locators and leak technician detection devices;
- Load and unloads equipment safely and efficiently(not higher level duty);
- Operates a computer for work order review and completion, and reads/interprets geographical information systems (GIS) data.

Milestone 2B

- 75% completion of all Environmental, Health and Safety Courses and City required courses and routinely follows and demonstrates safe work practices;
- Can respond under emergency conditions and provide after normal working hours on-call and/or standby duty.
- Performs maintenance, repair, installation and/or troubleshooting on gas meters, gas and water valves, meter boxes, and other associated gas utility components, as is applicable;
- Performs pipe joining, fusing, pipefitting, and other work associated with the gas utility industry.
- Performs technical labor such as setting meters, building meters and regulator stations, raising valve boxes, pouring concrete and installation of natural gas piping systems.
- Operates and directs the set-up of various gas utility equipment such as tapping machines, pipe saws, meter proofing equipment, pipe fusing equipment, and other equipment.

Milestone 2C

- 100% completion of all courses designated for the GUT II;
- Can provide full crew oversight in the absence of the crew foreman

Milestone 2A: GUT II – Environmental Health, Safety and City Training*			
Course #	Course Title	Lead	Hrs
ICS700	Emergency Preparedness - Incident Command NIMS 700: IS-700.A: National Incident Management System (NIMS): An Introduction	FEMA (Online)	3
TBD	Basic Operation of Equipment (Course Will be Developed by Gas Utility)	UUPI	4
UUC010	Road Construction Plans	UUPI	4
UUC011	Lockout/Tagout	Safety	2
	MS Word (Level 2)-Intermediate	Computer Tutors	8
	Intermediate MOT Training	Safety	16
	Intermediate Cityworks Training	T&I	4
	Preventive/Corrective Action Notice (PCAN) Training	UUPI	
	Risk Management		
Milestone 2A: GUT II - Position Specific Training			
Course #	Course Title	EWM Course	Course Title
901.01	System Patrolling	2282 2455	Walking Gas Leakage Survey
1301.01	Leak and Strength Test	2312	Pressure Testing of Facilities
1301.01	Leak and Strength Test	2485	Perform and Inspect Pressure Test
1301.01	Leak and Strength Test	2614	Conduct Pressure Test
1402.01 1410.01	Backfilling (Class Based Training)	2226 2227 2228	Backhoe Safety
1411.01 1411.02	Inspection: Compliance with Procedures and Standards Inspection of Materials	2563 11860	External Inspection
1414.04	Operating Identified Valves	2298 13939	Operate/Maintain Valves
Milestone 2B: GUT II - Environmental Health, Safety and City Training*			
Course #	Course Title	Lead	Hrs
UGW336	EMS Internal Audit Training	UUPI	8
	EMS Internal Audit Team Member	UUPI	8
TBD	Intermediate Operation of Heavy Equipment(Course Will be Developed by Gas Utility)	UUPI	4
ICS100	Emergency Preparedness - Incident Command NIMS	FEMA	3

	100: IS-100.PWB: Introduction to the incident Command System (ICS 100) for Public Works	(Online)	
Milestone 2B: GUT II - Position Specific Training			
Course #	Course Title	EWM Course	Course Title
1402.01 1410.01	Backfilling (Performance Evaluation)	2609	Backfilling a Trench Following Maintenance
1408.01 1408.02	Installation of Plastic Pipe	2272 2273 2402	Installation of Pipe
1409.01	Installation of Steel Pipe	2290	Maintenance of Steel Pipe
1409.05	Installation of Steel Pipe	9908	Installation of Steel Pipe- Aboveground
1426.01	Tapping Steel and Plastic Pipe-Manually and Mechanically	11838 11857 13003 13004 13005 8738 9351	Tapping & Stopping a Pipeline
2010.01	Service Line Replacement	2588	Moving In Service Pipeline
2010.02	Service Line Replacement: Underground	2442	Direct/Inspect In-Service Pipeline Lowering
1408.02	Installation of Plastic Pipe	11774	Directional Drilling
Milestone 2C: GUT II - Environmental Health, Safety and City Training*			
Course #	Course Title	Lead	Hrs
1GS339	Effective Writing for Work	COT	
TBD	Advanced Operation of Heavy Equipment(Course Will be Developed by Gas Utility)	UUPI	4
ICS200	Emergency Preparedness - Incident Command NIMS 200: IS-200.B: ICS for Single Resources and Initial Action Incidents	FEMA (Online)	3
1GS060	Balance Priorities	COT	

Attachment 9.4: GT III - Training Summary and Matrix (ADD OQ TRAINING)

GUT III Training
<p>Milestones to demonstrate the ability to perform higher level supervisory duties. These duties are to be learned through training and experience.</p> <p><u>Milestone 3A</u></p> <ul style="list-style-type: none">• TO BE DETERMINED•••• <p><u>Milestone 3B</u></p> <ul style="list-style-type: none">• TO BE DETERMINED•••••

GUT III- Position Specific Training*			
Course #	Course Title	Lead	Hrs
1LC010	Ethics-Supervisor	COT	2
1LC005	Anti-Harassment-Supervisor	COT	2
1LC043	Drug & Alcohol Compliance-Supervisor	COT	2
1GS010	Leadership Skills	COT	2
1GS317	Interpersonal Relationships	COT	4
1GS099	Conflict Resolution I	COT	2
1HR006	Performance Management-New Supervisor	COT	4
1GS226	Emotional Intelligence	COT	4
1GS005	Multigenerational Harmony	COT	4
1GS212	Solve Problems & Make Decision (or PCAN training)	COT	4
1GS043	Character First-Supervisor	COT	2
1GS316	Client Centered Customer Services	COT	4
1GS335	Dealing with the Angry Public	COT	4
1GS278	Workplace Bullying	COT	4
	Timesheet Training	COT/UUPI	4
	Six Sigma Yellow Belt Training	UUPI	8
	EMS Internal Audit Division Lead		
	NACE Certification	Supervisor	4-10
	Certified Public Manager (Levels 1-4)	Supervisor	4-10
	LP Gas training	FDACS	

***Courses subject to change**

Necessary Special Requirement Certification

Sample

Per the Class specification for **Gas Utility Technician, Position No. xxxx**, the position you are entering as of **Month Date, Year**, has the following necessary special requirement:

- Progression to the GUT II Position within 2 calendar years of date indicated above;
 - Includes obtaining:
 - Once obtained, these must be maintained throughout your period of employment in your current capacity.

By your signature below, you are certifying that you understand the necessary special requirement noted above and, should you fail to comply with this requirement within the specified time period, **your employment is subject to termination due to failure to meet job requirements**. The department director may, based on mitigating circumstances as determined by the director and after consultation with Human Resources through the employing department's HR Consultant, modify the necessary special requirements and require certification and compliance with said modified requirements.

Employee Name: xxxx

Signature: _____

Date: _____

Witnessed by Supervisor:

Supervisor Name: xxxx

Signature: _____

Date: _____

cc: employee

supervisor

HR/Personnel File

GUT LaDR Revision Log

Section	Revision Summary
Date:	
Area Revised	Summary of Revision
06/28/2017	Completion of LaDR from GUT II to GUT III; revision to GUT I training and pay rate adjustments made (See Attachment 9.1)