



Job Description

Position: Appliance Installer Helper

Department: Operations

Reports to: Crew Leader/Supervisor

I. POSITION OVERVIEW:

The Appliance Installer Helper, under minimal supervision, will install a variety of natural and propane gas equipment in the Operations department at Greater Dickson Gas Authority. It involves performing a broad range of customer installation such as: installation of gas burning equipment; running appropriate gas piping from meter to appliances; installing correct vent pipe and caps; completing wiring and/or plumbing where needed; checking for pipe system leaks with approved departmental procedures; providing customer services by trouble-shooting problems in installation and appliances; performing appliance conversion; responding to leak complaints; installing and checking meters; and performing related service duties as assigned.

II. ESSENTIAL DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job. Other duties may be required and assigned.

Ability to follow oral and written instructions

Knowledge of and ability to use small hand tools

Knowledge of gas piping and installation of appliances

Ability to lift or help lift up to 100lbs.

Physical stamina to work consistently for an eight-hour day, and possibly overtime

Stock trucks for jobs

Installing and checking meters

Install and service new and existing appliances

Ability to perform repetitive task on a regular basis

Accept supervision from a number of persons

Willingness to work under adverse weather conditions and frequent interruptions
Attend schools, training sessions & seminars to fulfill assigned job responsibilities
On call after hours duty one week at a time

III. REQUIRED KNOWLEDGE AND ABILITIES:

The Appliance Installer Helper must initially have an attitude to learn about the natural and propane gas industry. He or she must be capable of meshing with their peers in the workplace and work together when required. The Appliance Installer Helper must be capable of communicating his/her thoughts in a proper manner and display a congenial attitude in accepting assignments. He or She must work safely and follow all safety policies and procedures. The Appliance Installer Helper must work efficiently with little supervision.

V. QUALIFICATIONS:

Must be 18 years of age.

Must possess a High School Diploma or GED.

Must have a valid Tennessee Driver's License.

The ability to use a computer keyboard effectively.

The ability to orally communicate by phone or person to person.

The ability to see/read money and/or printed material.

The ability to make decisions under pressure.

Ambulatory.

VI. OTHER DUTIES AS ASSIGNED:

Conducts behavior at all times in a professional manner to reflect positively on customer's perception of The Greater Dickson Gas Authority.

Promotes the teamwork environment. Assists co-workers when necessary.

Provides coverage in absence of other personnel.

Continues professional growth with internal and external training.

Other duties as assigned by supervisor.