

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Gas Well Inspector		
<b>Job Code:</b>	TC5170	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	509	<b>Date Reviewed:</b>	06/25/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs inspection duties at gas well sites for the Gas Well Division in Planning & Development. Conducts surveys, makes inspections, investigates complaints and collects and analyzes engineering and geographical data.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Performs technical gas well and gas compressor inspections for gas well permits, amendments, extensions, fracture pond, pipeline and transfer of operation applications and to ensure compliance with the gas well ordinance.
2. Provides information and assistance to developers, contractors and the general public regarding gas wells to include resolving issues related to building or gas well code compliance.
3. Manages inspections in computer software by scheduling and resulting inspections as completed.
4. Performs annual gas well inspections which include verifying existing pad site and the number of wells on each site for billing purposes and result scheduled inspections.
5. Notifies administrative staff of any information discrepancies for research and correction.
6. Responds and investigates complaints and incidents received through the Gas Well Emergency Contact Number.
7. Enforces onsite compliance with the gas well drilling ordinance ensuring required locked gates and secure site, repaired equipment leaks, cleared spillage, and required landscaping on pad sites. Checks site for other technical requirements and issues citations ordinance violations.
8. Provides verification checks for building application permits in regard to Gas Well Ordinance Setback Distances.
9. Attends public meetings and conducts special projects such as air quality study and salt-water disposal.

10. Performs other duties as required.

11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of:
  - Geological Information System (GPS).
  - Accela Automation program.
  - Microsoft Suite and mobile laptops.
  - Fort Worth Gas Drilling Ordinance and oil/gas operations.
  - Onsite production, drilling, fracturing, work over, completion, compressor related equipment and field-testing equipment.
  - Digital camera.
  - Telecommunication and noise measurement equipment.
  - Court proceedings and citation procedures.
- Skill in:
  - Practical math.
  - Customer service.
  - Prioritization and Organization.
  - Operate assigned equipment.
  - Customer service.
  - Decision-making.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Research, analyze, and evaluate programs, policies, and procedures.
  - Recognize organizational and operational deficiencies and recommend corrective actions.
  - Plan and supervise research projects regarding city functions and operations.
  - Implement new policy and programs effectively.
  - Supervise, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Recommend and implement goals and objectives for providing effective services.
  - Apply practices, theories, techniques and management methodology to assigned area.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions.
  - Identify and respond to issues, concerns, and needs.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree in a related discipline with a background in gas exploration, drilling, and production and two years of increasingly responsible experience in gas well exploration, drilling, and production.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.