

GAS SUPERINTENDENT

JOB DEFINITION

An administrative, supervisory position responsible for directing, planning and overseeing the day to day operations of the City's Gas Department. Activities include construction, operation and compliance activities of a natural gas distribution and transmission system. Under the direct supervision of the Director of Public Works.

PRINCIPLE DUTIES

The duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Some examples of these duties are:

- Supervises the department's work plan. Assigns projects and programmatic areas of responsibility. Reviews and evaluates work methods and procedures. Meets with staff to identify and resolve problems. Issues oral and written instructions.
- Determines work procedures, prepares work schedules and expedites workflow.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Establishes appropriate service levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. Develops comprehensive short and long range plans to ensure the effective delivery of quality service to the public including receiving and resolving customer complaints.
- Motivates and evaluates assigned personnel. Works with employees to correct deficiencies. Implements discipline and corrective actions.
- Provides, or coordinates via third party, staff training to include operator qualifications and system maintenance procedures. Maintains all training records.
- Ensures that work is performed in accordance with established safety rules including the use of safety devices and clothing.
- Inspects equipment; directs repairs as necessary; instructs operators in the proper use and maintenance of equipment.
- Participates in the development and administration of the department budget. Forecasts funds needed for staffing, equipment, training, retention, materials and supplies. Negotiates with suppliers and vendors. Schedules equipment and requisitions materials when needed. Prepares cost estimates, obtains prices and recommends purchases of materials and equipment.
- Discusses scope and methods of gas department projects with the department director.

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- Manages data collection and analysis in accordance with integrity management regulations. Maintains lost and unaccounted for gas volume reports, gas leak reports and conducts root cause analysis of all gas leaks and damages. Responsible for ensuring department compliance with PHMSA, Georgia PSC rules and regulations, City of Cordele policies and procedures and other local, state and federal regulations. Acts as the Operator Qualification Plan Administrator.
- Prepares and presents reports and other necessary correspondence. Implements all tasks related to compliance as outlined in the department's regulatory plans. Conducts annual reviews of the O&M manual, O&M procedures, Operator Qualification plan, DIMP plan, Damage Prevention plan, Emergency Response plan, Public Awareness plan, Drug and Alcohol plan, safety manual, SDS manual and PHMSA 7100 report. Maintains all reports, records, documents and correspondence in an accurate and easily retrievable manner.
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Attends and participates in professional group meetings. Represents the City and department in all applicable inspections. Maintains awareness of new trends and developments. Incorporates new developments as appropriate.
- Reviews and updates infrastructure maps.
- Other duties as assigned from time to time.

JOB QUALIFICATIONS

- Must be at least 18 years of age.
- Minimum education of a High School Diploma or equivalent with at least seven (7) years of experience in a gas related field and at least five (5) years of experience in natural gas. Five (5) years of management and supervisory responsibility, or an equivalent combination of extensive training, education and experience.
- Operator Qualifications certification and pipe joining certification preferred but not required.
- Knowledgeable in task schedule development, project management, employee supervision, gas system operation and maintenance, repair procedures, equipment operation, occupational safety and gas system reporting requirements.
- Familiar with One Call Georgia tickets and requests.
- Skilled in both written and oral communications, including grammar and spelling with the ability to express ideas clearly and concisely.
- Must complete a City employment application

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- Pass background check including personal and previous employment references, driver and criminal history checks.
- Pass pre-employment drug screen, and job related physical examination.
- Must be able to perform arduous physical tasks often during inclement weather conditions; Exposure to gas, dust, fumes, pollen, plant matter, gas odorants, moving traffic, vicious animals and other hazards.
- Must pass random drug and alcohol screens during employment.
- Must possess, or have the ability to obtain, a valid Georgia Driver's License with a clean driving record.
- Must be able to work variable hours including nights, weekends, holidays and after hours when necessary.
- Must be able to travel out of town, occasionally requiring overnight stays.
- Ability to operate modern office equipment and computer including applicable software applications.

DESIRED CHARACTERISTICS

- Dependable, punctual with an excellent attendance record.
- Neat, clean, and professional appearance.
- Initiative and leadership skills.
- Good communication skills.
- Mechanically inclined.
- Planning and organizing abilities
- Ability to establish and maintain an effective working relationship with other employees, supervisors and the general public.
- Knowledge of, or the ability to easily learn, the City's street system, physical layout and principal buildings.

Signature: _____

Date: _____