

Job Title: Gas System Manager
FLSA Status: Non-Exempt
Department: Gas
Grade: H18
Reports To: Public Works Director

Job Summary: Directs and coordinates the daily operations of the City Gas System. Develops departmental standard operating and safety procedures, recurring maintenance schedules and ensures accurate records are kept reflecting maintenance work completed within the system. Establishes proactive and efficient operating and maintenance programs for the division and implements training schedules to ensure new procedures are followed, with consultation of other management personnel. Also serves as the City's compliance coordinator, and may be called upon to assist with construction, maintenance and repair of the City's natural gas utility. Work involves the use of independent judgment in the interpretation, application and enforcement of laws, regulations and policies pertaining to the City's natural gas utility services. This position also works with state, federal and other agencies; co-workers; building contractors; utility company representatives; engineers and the public to provide administrative support.

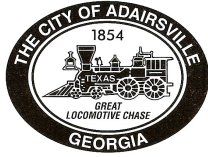
FLSA Status: Non-Exempt

Schedule: This position works Monday- Friday from 8:00 a.m. until 4:30 p.m. Participates in the department afterhours, weekend and holiday on-call rotation schedule.

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. Other duties may be required and assigned.

Major Duties:

- Ensures effective operations to include: prepare of the annual departmental budget request for the gas system; assists with capital planning; establishes preventative maintenance schedules; makes recommendations for and administers gas system contracts; electronically maintains all gas system data including activity and work order reports; and recommend the purchase of goods and equipment; maintain inventories.
- Evaluates overall system operations and develops procedures where greater efficiency can be achieved.
- Maintains all operations and maintenance; emergency operations; alcohol and drug; procedures and any other required manuals and ensures compliance with all applicable laws and regulations.



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- Maintains records including, but not limited to: odorization, sniff test, critical valve, pipeline patrol, corrosion, pipeline tests, gas leaks, service installation, main installation, atmospheric corrosion, leak surveys, cathodic protection, exposed pipe inspections, regulation station inspections, meter tests, and equipment calibration.
 - Responsible for ensuring current employee qualification, continuing education and maintaining related records.
 - Primary responsibility for coordinating gas utility locates with the Utility Protection Center.
 - Maintains current service area and system mapping.
 - Coordinates public awareness programs, including meeting with school, emergency, and other officials.
 - Makes or reviews personnel assignments within the department.

Additional Duties:

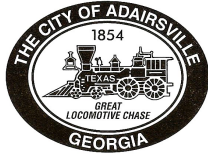
- Performs other related duties as required.

Minimum Qualifications:

- High school diploma or G.E.D.
- Valid State of Georgia Driver's License (CDL preferred)
- Minimum of three years of related experience with a gas utility.
- Completion of current requirement for continuing education under 49CFR Parts 192 and 195
- Possession of a valid State of Georgia driver's license.
- NPDES Level 1A (blue card)
- Position is subject to call-in and overtime work; possible shift rotation during emergency conditions.
- Must be able to come to work promptly and regularly.
- Must be able to work well with others and take directions from assigned supervisors.
- Must be able to perform work accurately, safely, and complete tasks in a timely manner.

Knowledge Required by the Position:

- Responsible for training all Public Work personnel for gas qualified status.
- Comprehensive knowledge of the procedures, equipment and tools used in the construction, maintenance and repair of natural gas lines.
- Thorough knowledge of national and state building and construction code standards as they apply to gas utility systems.
- Ability to interpret survey plats and engineering design plans on utility line construction projects.
- Ability to assess natural gas line, meter and regulation station problems and identify corrective measures for repair.
- Ability to effectively coordinate, train and supervise subordinate personnel.
- Ability to establish and maintain effective working relationships with subordinate employees, other City staff and the general public.



Supervisor Control: The City Manager assigns work in terms of very general instructions. The work is reviewed from an overall standpoint through conferences, reports and observation of activities.

Guidelines: Guidelines used are the instructions provided to the employee by the supervisor. These guidelines are clear and specific, but may require some interpretation. These guidelines include written and oral instructions, as well as departmental policies and procedures. Guidelines also include Georgia traffic laws, safety and departmental rules and regulations.

Complexity: The work consists of a variety of administrative, supervisory and technical duties associated with managing the activities of a wastewater treatment plant.

Scope and Effect: The purpose of this position is to effectively manage the daily operations of a gas facility. Successful implementation ensures adherence to all federal and state gas requirements. Errors can result in unnecessary repairs, consumer complaints, health hazards, environmental contamination, fines and loss of service.

Personal Contacts: Contacts are typically with co-workers, subordinates, vendors, contractors, consultants, construction personnel, state and federal regulatory personnel, elected officials, department heads, other City employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems, and provide services.

Physical Demands: The position typically requires standing, walking, bending, stooping, crouching and intermittently sitting. Physical demands also include climbing ladders, and using tools or equipment requiring a high degree of dexterity.

Work Environment: Work is performed outdoors where the employee may be exposed to cold and heat or inclement weather, as well as noise, dust, dirt, grease, and machinery and its moving parts. This work requires the use of protective devices such as mask, goggles, gloves, etc. Work results in occasional exposure to contagious or infectious diseases or irritating chemicals.

Supervisory and Management Responsibility: This position is responsible for the management and supervision of all staff in the Gas Department hazards, environmental contamination, fines and loss of service.