

GAS TECHNICAL SERVICES SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: The Gas Technical Services Supervisor is responsible for the more technical aspects of gas system construction and natural gas distribution system maintenance including but not limited to corrosion control, leak search, Abnormal Operating Conditions (AOC) mitigation, training, and staff development for the more technical aspects of the gas distribution system, risk assessment, and database management. Examples of duties include: supervising employees involved in the technical trades and maintenance of the natural gas distribution system; coordinating system repairs within federally regulated criteria and deadlines; managing compliance programs including Corrosion Control, Gas Leak Survey, Odorization, Continual Surveillance, Infrastructure Management, Compliance Database Management, and Risk Based Prioritization of current and pending work requests; developing plans to help identify improvements needed in the natural gas distribution system; providing input used for capital improvement planning and system replacement needs; performing administrative field duties and instructing and mentoring others in department policies; managing and providing staff development, training, and safety; and managing various records to ensure compliance with federal rules related to natural gas distribution. A strict set of specifications and standards must be enforced in order to safely operate the City's natural gas distribution system. Standards include conducting leak surveys, performing cathodic protection activities, AOC management, and ensuring conformance with Department of Transportation (DOT) regulations.

Distinguishing Features: This class is distinguished from the Gas System Supervisor class by having responsibility primarily for the more technical gas distribution aspects of the section's activities. The incumbent is expected to exercise considerable judgment and discretion in accomplishing program compliance, and is held responsible for the completion and scheduling of compliance activities. The position incumbent must exercise leadership and considerable decision-making discretion in supervising work crews, and in problem-solving in emergency situations. This position is subject to 24-hour emergency call-out and rotational stand-by. This class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class is supervised by the Energy Resources Construction and Technical Services Administrator who reviews work through meetings, reports, and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of education, experience, or training equivalent to graduation from an accredited college or university with a Bachelor's Degree and an emphasis in Engineering or the Physical or Applied Sciences, or related field. Extensive (5+ years) utility construction experience in at least one of the following areas: corrosion control and leak search; gas compliance activities; or gas utility construction operation and maintenance. Considerable (3 - 5 years) experience and knowledge working with 49 Code of Federal Regulations (CFR) Part 192 Transportation of Natural and Other Gas By Pipeline: Minimum Federal Safety Standards. At least one year of supervisory or lead experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. National Association of Corrosion Engineers (NACE) certifications is required by hire or promotion date.

Substance Abuse Testing. This class is subject to DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199.

Preferred/Desirable Qualifications. Coursework in gas engineering and corrosion control is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates and instructs others in department policies and procedures, training, and safety procedures. Communicates with contractors, staff, and management associated with the gas utility in order to coordinate efforts or inform. Schedules and coordinates projects and solves highly-technical utility problems. Prepares written reports, recommendations, correspondence, and performance appraisals. Assists in the development of the department budget. Prepares job route sheets, crew schedules, and other related documents. Works with the public to prevent, resolve, or minimize the effects of utility problems.

Manual/Physical: Reviews various activities and reports for adherence to plans and specifications, safety procedures, and standard operating procedures. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to job sites to review work performed by subordinates and respond to emergencies. Performs field inspection of job site conditions, work crews, and equipment to ensure compliance with the Arizona Corporation Commission (ACC), Arizona Department of Transportation (ADOT), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and other regulatory agencies.

Mental: Directs, prioritizes, and evaluates the activities of personnel engaged in leak repair; leak investigation; and gas distribution system repair and maintenance. Develops, plans, and identifies system improvements needed in the natural gas distribution system. Provides input on capital improvement planning and system replacement needs. Plans, schedules, and supervises program activities and personnel. Provides input in long-range strategic planning related to infrastructure management and computer systems for field personnel. Conducts special studies related to the operation and maintenance of the City's utilities. Comprehends and makes inferences from written material. Analyzes utility problems and determines corrective actions.

Knowledge and Abilities:

Knowledge of:

the general layouts of the City's natural gas and water system;
the approved standards and procedures for the construction, maintenance, and repair of natural gas mains and services;
the approved equipment, tools, and materials used in the installation, construction, maintenance, and repair of natural gas services and intermediate and high pressure gas mains;
the safety equipment and procedures used when working on and around natural gas lines;
the principle and practices of employee supervision and training;
the principle and practices of cathodic protection;
gas pipeline inspection principles, procedures, and standards;

gas leak detection practices and procedures; and
infrastructure management systems.

Ability to:

coordinate the Annual Gas Leak Detection Survey;
plan and direct ongoing gas leak survey to identify problems;
evaluate survey data to determine potential hazards to the public and facilitate the establishment of
priorities for scheduled leak repair activities;
track survey and data repair and update records as necessary;
supervise cathodic protection activities;
supervise the activities of the infrastructure management;
interpret project plans, maps, blueprints, and diagrams to determine the proper gas dimension, location,
equipment, and materials needed;
supervise and assign work to subordinate employees based on their areas of expertise to most effectively
utilize the available manpower and equipment;
supervise subordinate employees by participating in hiring and discharge activities, preparing
performance evaluations, initiating recognition for outstanding performance, initiating disciplinary
action, and other personnel activities;
determine training needs of employees involved in the gas utility;
arrange and implement training sessions;
prepare clear and concise written reports; and
establish and maintain effective working relationships with management, subordinates, contractors, other
City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be
performed. Specific statements of duties not included does not exclude them from the position if the
work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by
the City as the needs of the City and requirements of the job change.

Revised 8/15

TO/fl

CS4801.DOCX

EEO-Tech

NDOT SAFETY-N/A

NDOT RANDOM-No

DOT SAFETY-PHMSA

RESP-No

JOB FCTN-TEC

INCREMENTS 48-200

PAY GRADE: 56

SECURITY-N/A

CDL-No

IND-7502

SWORN-No