

## **ENERGY RESOURCES MATERIAL MANAGEMENT SUPERVISOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Energy Resources Material Management Supervisor provides supervision and direction to Energy Resources Construction Equipment/Supply Specialists that participate in a variety of activities directed toward supplying work crews with the necessary equipment, supplies, materials, and tools needed in the construction, maintenance, and repair of the City's gas and electric system; and maintaining, repairing, and/or calibrating gas and electric equipment. This class acts as the department purchasing liaison with gas and electric vendors in order to obtain purchasing-related information. Purchasing duties include: writing specifications; researching vendors; and preparing and/or obtaining bid specifications, quotes, and prices in order to prepare information for purchase order requests and awarding bids; securing specialized equipment, supplies, materials, and tools for operations and maintenance (O&M) and Capital Improvement Projects (CIP); and managing, coordinating, and overseeing the department's purchasing, contracting, warehousing, and scheduling for receipt of equipment and supplies for O&M and CIP projects. In addition, incumbents are responsible for budgeting, expediting, maintaining, and inventorying adequate levels of equipment, supplies, materials and tools. Other duties for which this class is responsible include: managing and coordinating equipment, supplies, and material needs for the construction, repair, and maintenance of the City's gas system; managing and coordinating the Gas Unit's fleet needs with Fleet Services, and testing and calibrating gas equipment (example: CGI and gas meters); and serving as the Gas Unit's purchasing liaison with vendors and suppliers and preparing and/or obtaining bid specifications, quotes, and prices in order to prepare purchasing information for the Purchasing Division. This class has the responsibility for forecasting the future needs for materials, equipment, and supplies, which includes responsibility for determining project quantities by reviewing scope of work, plat maps, and construction drawings; assessing levels of available inventory to determine material and supply needs; and performing detailed analyses of past material needs for similar work by utilizing industry knowledge of repairs, supplies, materials, and equipment needed to perform purchasing duties. Incumbents are also responsible for performing the following: coordinating and recommending purchases for the Gas and Electric Utility Unit's fleet needs with Fleet Services; and responding to questions from field crews on specific tools, materials, and equipment needed for a particular job. This class is responsible for performing related duties as required.

**Distinguishing Features:** The Energy Resources Material Management Supervisor is distinguished from the Energy Resources Construction Equipment/Supply Specialist by its responsibility for providing supervision and performing purchasing and inventory activities. It is further distinguished by its responsibility for ensuring that the proper materials, tools, and equipment are provided to field crews responding to emergency situations. The Energy Resources Material Management Supervisor is distinguished from other classes having materials and supply responsibilities by its responsibility for obtaining and maintaining specialized tools, equipment, and meters used to repair the City's gas and electric utilities; coordinating the Gas and Electric Utility Unit's fleet needs; and for performing gas and electric equipment maintenance, repair, and/or calibration. Work requires considerable judgment and technical knowledge of the gas and electric fields. An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving day-to-day operating problems to ensure efficient, effective use of materials and manpower. This class is

subject to emergency call-out. This class is supervised by the Energy Resources Department Director through meetings, conferences, and reports regarding overall results achieved. This class is FLSA exempt-executive.

## QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to extensive (5+ years) full-time employment in construction, maintenance, and repair of underground gas and electric utility systems including two years of full-time supervisory responsibilities.

**Special Requirement.** Must possess a valid Arizona Driver's License 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.** Experience with materials management, inventory control, purchasing O&M and CIP project materials, or related areas is highly desirable. Experience in maintaining, repairing, and/or calibrating gas and electric equipment is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, or vendors in order to provide direction, explain, interpret, and obtain proper items necessary to the functioning of field crews in their daily work. Communicates with vendors to discuss new material trends or updates to equipment and tools, and communicates specifications and requirements needed in order to secure competitive pricing. Communicates with management personnel and senior Engineering staff to determine the future material needs of O&M and CIP projects. Communicates and instructs others in the department policies and procedures, and training and safety procedures. Communicates with contractors, developers, engineers, inspectors, and other City employees in order to coordinate materials for utility construction projects and resolve related problems. Prepares mileage, time, and route sheets in order to convey daily activities during delivery of items.

**Manual/Physical:** Reviews the work activities 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 deliver materials 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), and other regulating organizations. Reviews and applies knowledge of repair procedures, using American Gas Association standards. Moves objects that weigh up to 75 pounds or more, using a cart or other aid to assist with the lifting, for distances of 20 feet or more to load and unload equipment. Occasionally works with cleaning fluids, such as parts cleaner, for engine equipment using normal protective equipment to prevent accidental spills and reduce exposure to self. Performs physical inventories of steel bellhole plates and barricades. Conducts site visits to CIP projects to verify materials, equipment, and special orders are delivered to the project site. Travels to vendor locations to review equipment, materials, and supplies to inspect if they meet the quality and special requirements of

the City's utility projects. Inspects objects such as shop tools and/or equipment to determine if equipment is safe and useable for field crews. Checks special tools and equipment in and out of the supply room. Makes minor repairs to tools and equipment.

**Mental:** Plans and schedules sections' work activities. Creates purchasing summary reports of O&M and CIP project materials to be purchased for the Energy Resources Department Director to refer to during Council sessions. Compiles bid and procurement information from vendors and Purchasing. Drafts the language of the bid contract outlining the specifications, requirements, and equipment, supplies, and materials needed for a project. Develops and sets up contract specifications and requirements for multiple, ongoing CIP projects for Purchasing to review and submit for bidding. Reviews contractor bids with Energy Resources management and provides recommendations to management staff of best resources and competitive prices for equipment, materials, and supplies. Ensures that CIP project materials, equipment, tools, and supplies meet and/or satisfy exact dollar amounts allotted for CIP funded bond dollars. Specifies the quantities and delivery locations of specialized O&M and CIP items. Calculates material take offs to estimate equipment, material, and supply costs, and develop budget requirements for CIP purchasing contracts. Assesses levels of available inventory to determine needed materials and supplies. Performs detailed analyses of past material needs for similar work to aid in determining appropriate materials needs for current and future projects. Comprehends and has the ability to interpret rules and regulations governing the purchase of commodities and services for the City. Researches and analyzes gas meter accuracy data. Resolves measurement and calibration problems. Supervises subordinate employees (i.e., participating in hiring activities, directing reviewing, instructing and evaluating work, etc.). Directs all aspects of the repair of residential regulators and commercial/industrial gas meters. Prioritizes and reviews the work of subordinate personnel to ensure compliance with department standards. Comprehends and makes inferences from written material. Evaluates safety practices to ensure department standards, state, and federal codes are met. Comprehends and interprets plats maps, blueprints, and constructions drawings. Estimates material costs from blueprints or work plans in purchasing gas and electric equipment, supplies, and materials. Learns job-related material regarding supervision, regulations, and gas and electric distribution performance in a classroom setting. Requisition supplies and materials needed to stock supply room and/or shop area. Maintains an adequate inventory of supplies and materials used in construction, maintenance, and repair of the City's gas and electric utility system. Records data including names of equipment, tools, or materials delivered, job site location, and crew leader for inventory system. Plans, prioritizes, and organizes daily activities so as to minimize redundant travel requests and expedite deliveries. Supervises and evaluates the work of subordinate personnel. Coordinates with other City departments such as streets, electric, and water supply areas to secure necessary equipment. Learns job-related material in a classroom setting regarding safety, and emergency gas and electric response training.

**Knowledge and Abilities:**

Knowledge of:

research methods associated with planning for and purchasing gas and electric equipment, materials, and supplies needed in the repair of the City's gas and electric utility system;  
repairs, materials, and supplies needed in order to perform purchasing duties;  
general procedures for installing, maintaining, and repairing gas and electric services;

construction, maintenance, and daily operation of gas and electric systems;  
meter connection procedures and techniques;  
testing and calibrating procedures and policies;  
CFR Part 192 as it applies to the construction and maintenance of gas distribution systems;  
occupational hazards, and the safety equipment and procedures used when working on and around various utility lines;  
the tools, equipment, materials, and supplies needed for installing, maintaining, and repairing gas and electric utility lines;  
Arizona Blue Stake law;  
basic backhoe and related medium construction equipment operation procedures;  
basic computer usage;  
traffic control procedures and practices utilizing barricades and traffic cones;  
basic mathematics;  
principles and practices of employee supervision, evaluation, and training;  
natural gas pipe mechanical joining equipment and procedures;  
polyethylene fusion equipment and procedures; and  
the City's purchasing procedures.

Ability to:

communicate effectively, both verbally and in writing;  
provide direction to staff, and prepare performance evaluations;  
requisition supplies and materials needed to stock supply room and shop area;  
maintain an adequate inventory of supplies and materials generally used in the construction, maintenance, and repair of the City's gas and electric utility systems;  
understand the operation of special tools and equipment necessary for utility work in the natural gas and electric systems;  
check special tools and equipment in and out of the supply room;  
deliver tools, equipment, and materials to job sites to facilitate job completion by driving or towing needed medium construction equipment or loading requested power and hand tools, equipment, and requested materials on a truck and driving the requested tools, equipment, and materials to the job site;  
operate a winch truck to pick up and deliver steel plates used to cover holes in the streets;  
maintain shop and supply area in a neat and orderly fashion to facilitate inventory control and easy location of needed tools, equipment, and materials;  
make minor repairs to tools and equipment;  
determine equipment, materials, and tools needed to complete a project;  
follow established procedures for installing, maintaining, and repairing gas lines;  
use a variety of hand tools to install, maintain, and repair gas lines;  
operate a variety of light- to medium-construction equipment used to install, maintain, or repair gas lines;  
lift and carry heavy (50 - 75 pounds or more) equipment and materials; and  
interact with coworkers, contractors, vendors, salespersons, and the general public to establish and maintain effective working relationships.

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.

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CS5017.DOCX

EEO-S/M

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-PHMSA

RESP-No

JOB FCTN-TRA

INCREMENTS 62-200

PAY GRADE: 51

SECURITY-No

CDL-No

IND-9410

SWORN-No