

## SENIOR FUEL SYSTEM SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Senior Fuel System Specialist is responsible for planning and supervising the City's fuel systems, with special emphasis on compressed natural gas (CNG). In compliance with federal Environmental Protection Agency (EPA) and state regulations, the Senior Fuel System Specialist is responsible for establishing and maintaining fuel site files, systems, maintenance, and procedures. In addition, the Senior Fuel System Specialist may also assist with the design and development of additional Compressed Natural Gas (CNG) refueling stations through all phases of project implementation. This class also supervises staff who coordinate the following functions: performing maintenance on City owned CNG refueling stations; assisting in the scheduling and coordinating training for vehicle operators whose vehicles are powered by CNG; and providing direction and expertise to CNG repair staff. This class also performs related duties as required.

**Distinguishing Features:** The Senior Fuel System Specialist exercises considerable independent judgment in ensuring compliance with federal and state mandates and regulations pertaining to fuel and oil storage, hazardous materials, pollution prevention, etc. The Senior Fuel System Specialist is distinguished from the Fuel System Specialist by performing work that requires a broader knowledge of the principles and techniques of alternative fuel and fuel management programs; and by supervisory responsibilities. The Senior Fuel System Specialist is supervised by the Fleet Services Administrator who reviews work through reports, conferences, and by results achieved. This class is subject to emergency call-out and stand-by, and must be willing to work overtime as required. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent to considerable (3 - 5 years) technical CNG fueling station operation and maintenance, including electronic and electrical controls for systems, which operate in ranges up to 4160 volts alternating current (VAC). Good (1 - 3 years) supervisory experience.

**Special Requirement(s).** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualification(s).** Technical or college coursework in mechanical engineering, design, or a related field and experience involving the management or operation of a computerized fuel control system and knowledge of EPA and UST regulations regarding gaseous and liquid fuel systems are highly desirable. Certification from the Natural Gas Vehicle Institute's Natural Gas Fueling Station Operation and Maintenance course or other fuel related coursework, experience with underground storage tanks, tank monitoring systems, and records management are also highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Responds to emergency and trouble calls, as well as calls for information and assistance regarding City fuel sites. Communicates with coworkers, management, other City employees, vendors, contractors, and user departments in order to establish and maintain effective working relationships, and receive or provide instruction/information related to CNG fuel stations and fuel management. Prepares and maintains detailed maintenance records/reports associated with periodic inspection intervals. Prepares and/or updates procedures related with the safe operation of refueling facilities in accordance with NFPA 52, OSHA, and other applicable federal, state, and local regulations. Provides leadership and training for subordinate staff and Fleet Support Services Equipment Mechanic I's and II's in the proper maintenance of the fuel systems.

**Manual/Physical:** Inspects, and performs diagnostics and repairs related to compressor components and fuel dispensing equipment. Monitors parts inventories and initiates reorders to ensure timely availability and supply of components necessary to complete routine maintenance requirements and activities. Moves heavy (100+ pounds) parts and equipment with the assistance of a forklift or other device. Bends, stoops, and works in small cramped areas to performs diagnostic and repair work. Operates a City vehicle requiring a standard Arizona Driver's License for transportation to various faculties and meetings. Operates a variety of standard office equipment including a personal computer, facsimile machine, copier, and calculator. Prepares various reports. Meets scheduling and attendance requirements.

**Mental:** Supervises, plans, and evaluates working conditions, test results, and the work of subordinates to ensure compliance with established safety and operating procedures and applicable federal, state, and local laws and regulations. Resolves procedural and operational problems. Understands and interprets blueprints and schematic drawings related to CNG fuel dispensing facilities, and comprehends and makes inferences from written material. Supervises staff and coordinates the following functions: performing diagnostic and maintenance on City fueling facilities; assisting in the scheduling and coordinating of training for vehicle operators whose vehicles are powered by CNG; and providing direction and expertise to CNG repair staff.

### **Knowledge/Skills/Abilities:**

Knowledge of:

fuel composition, properties and qualities of natural gas used as vehicle motor fuel;  
methods used to calibrate fuel dispensing electronic equipment;  
standards and practices associated with CNG fuel and related equipment;  
methods used to service and repair compressors, electrical components, valves and controls;  
applicable regulatory requirements specific to CNG and liquid fuel storage/dispensing;  
electrical codes pertaining to fueling station operation and maintenance;  
principles of safe handling procedures for working with electrical currents as high as 4160 VAC;  
hazards, safety precautions, and lockout/tagout standards necessary when working with flammable gases and high voltage;  
fuel storage and dispensing systems; and  
fuel management reconciliation techniques.

Skill in:

diagnosing and troubleshooting CNG compression equipment and other refueling facility equipment and components using appropriate tools and equipment associated with the repair of system controls; and inspecting and repairing CNG dispensing equipment.

Ability to:

review and analyze monthly data from a computerized fuel management system to determine trends and to assist in preparing a fuel consumption report;  
coordinate and conduct formal and informal presentations to various levels of staff and groups regarding the use of alternative fuels, environmental considerations of using alternative fuels, federal and state requirements, safety practices relating to CNG and purchasing of CNG equipment;  
read and understand materials such as blueprints, schematics, and drawings associated with existing and proposed CNG dispensing facilities;  
perform diagnostics and troubleshooting of CNG equipment to determine component failure and to initiate appropriate repair techniques and methods;  
read and understand blueprints associated with existing or proposed CNG dispensing facilities;  
effectively develop, train, evaluate, and direct subordinates;  
organize maintenance and repair facilities to meet fluctuating and unusual demands; and  
establish and maintain effective working relationships with upper management, subordinates, other City employees, vendors, contractors, and public officials.

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 to Update Safety and Security 8/10

VL/jm

CS4623.DOC

PAY RANGE: 48

EEO-SCW

SH-No

NDOT SAFETY-Yes

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-MEC

SWORN-No

PAY STEPS-1-7