

GAS SYSTEM OPERATIONS ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Gas System Operations Analyst is responsible for assisting in short-term planning and performs monitoring of the City's natural gas distribution system. Specific duties include: reviewing the documentation of the City's pressure regulation, gas measurement, and pressure monitoring programs to ensure compliance with federal safety regulations; maintaining information in the Computerized Maintenance Management System (CMMS) and quality control of the Master Meter inspection program, District Regulator Station inspection program, and the City of Mesa's Gas Measurement inspection programs including: reviewing and documenting changes in condition and operating parameters; informing the management of any potential compliance issues noted; creating, distributing, and collecting inspection work orders and preparing summary reports; analyzing all regulator station and master meter components to ensure compliance with Federal regulations for over-pressurization protection; calculating regulator station capacity to ensure sufficient flow capabilities for changes made to existing regulator stations; reviewing flow capacities, and performing mathematical calculations to determine what changes need to be made to regulators or pressure relief valves; ensuring all inspections are complete and all files are ready for the annual audit and answering questions from the auditors related to the file content; and auditing procedures in the Energy Resources Operations and Maintenance (O&M) Manual. Additionally, this position is responsible for the daily review and interpretation of the City's natural gas system operation and from that review, informing the appropriate City personnel of any potential issues. Specific duties include: reviewing system pressure and communicating any potential issues; performing modeling of the natural gas system using GasWorkS modeling software including operational analysis of system shutdowns, as needed by the Gas Planning Engineer I, and performing system pressure issue analysis; assisting the Gas Planning Engineer I in generating comprehensive after-action reports of any analysis following system cold weather events or shutdowns; and preparing routine and specialized reports for any completed projects. This classification performs related duties as required.

Distinguishing Features: The Gas System Operations Analyst is required to work independently, prioritize own work and exercise independent judgment when determining work methods. Assignments involve the application of gas system operations and engineering knowledge, and City of Mesa policies and procedures. This class is supervised by the Energy Resources Coordinator through meetings, conferences, reports, and overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED and three years of experience with natural gas system operations and gas distribution equipment (examples: piping, meters, regulators, material common to a natural gas distribution system, etc.). Graduation from an accredited college or university with an Associate's Degree in engineering, math, or science can be substituted for two years of the required work experience.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None

Preferred/Desirable Qualification. Intermediate level of capabilities with Microsoft Excel and Microsoft Word.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, City employees, vendors, management, and contractors to ensure the proper functioning and operational integrity of the City's natural gas systems. Prepares written documents including letters, reports, and required state and federal documents with clearly organized thoughts, proper sentence structure, punctuation, and grammar, in order to explain gas system operations, pressures, flows, and equipment maintenance.

Manual/Physical: Inspects, monitors, and/or evaluates: information, equipment data, SCADA, and pressure charts to determine compliance with prescribed operating or other standards, regulations, guidelines, City of Mesa Operations and Maintenance procedures, etc. Operates a variety of standard office equipment. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to drive to various natural gas system facilities. Prepares graphs in order to inform upper management of the natural gas system's operating status. Meets scheduling and attendance requirements.

Mental: Resolves procedural, operational, and/or gas system pressure/operational issues by using GasWorkS modeling software and system knowledge. Conducts research and/or analyzes data to confirm the operational integrity of the natural gas system. Performs mathematical calculations and statistical computations to calculate regulator station capacities and analyze SCADA and Pressure Chart Recorder data. Understands and/or interprets schematic drawings and layouts to confirm the operational integrity of the natural gas system.

Knowledge/Abilities:

Knowledge of:

gas system short-term planning, and modeling;
gas system modeling;
natural gas systems, principles, practices, and methods of operation; and
piping, meters, regulators, and material common to a natural gas distribution system.

Ability to:

assist with planning for natural gas distribution systems;
assist with performing gas network modeling of the City's natural gas system using GasWorkS software;
provide information to developers, architects, engineers, City departments, the general public, and

management on matters relating to the gas system;
prepare or oversee the preparation of routine and specials reports, including required state and federal documents;
establish and maintain effective working relationships with City personnel, vendors, management, and contractors; and
assist with researching and analyzing gas system materials.

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 2/24

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EEO-Tech

JOB FCTN-TEC

INCREMENTS 67-200

PAY GRADE: 51

IND-9410

SWORN-No