

ENERGY RESOURCES COMPLIANCE COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: An Energy Resources Compliance Coordinator is responsible for planning, developing, and training Energy Resources Department (ERD) and contract employees in regards to regulatory requirements for gas and electric system operations, and manages the apprenticeship programs and other related training programs. This classification performs professional-level work in developing, coordinating, and participating in specialized, technical, and general utilities training and development. The Energy Resources Compliance Coordinator delivers public presentations to diverse audiences as needed and will oversee staff that is responsible for delivering training to the general public, city employees, and contract employees. Duties include: conducting needs-analyses of training material and associated regulatory programs to ensure compliance; developing training programs and modules used to train internal and contracted employees on the safe operation and repair of gas and electric utilities; creating hands-on simulations used to demonstrate the repair of energy regulated household appliances; creating and developing computer based electronic training modules for training presentations; using computer based testing modules and programs to conduct operator skills testing; maintaining department training records and professional development hours for ERD employees; revising and updating training modules as changes are made to Title 49 of the Code of Federal Regulations, Part 192, departmental Operations and Maintenance Manual, or other changes to policies and procedures; providing direct oversight for the Control Room Management and Dust Control programs; and facilitating individual and group training. The Energy Resources Compliance Coordinator facilitates regular meetings with internal staff and acts as subject matter expert on all compliance related issues including reviewing new tools, equipment, safety gear, and programs. This classification has full responsibility for administering and managing apprenticeship programs, including coordinating, advising and recommending approval of procedures for the registration of apprenticeship programs, and for establishing quality thresholds for each program. The Energy Resources Compliance Coordinator develops written plans that outline the terms and conditions for the recruitment, selection, employment, training, supervision, and competency assessment of apprentices, as approved by the registration agency. The incumbent resolves complaints of violations of the apprenticeship standards. This classification participates in special events, and other educational events; and serves as the training representative for the Energy Resources Department. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Energy Resources Compliance Coordinator is distinguished from other training and education classifications by its focus on the natural gas and electric utility-related training and education. This class is responsible for coordinating, overseeing, and supervising subordinate staff. Work requires considerable independent judgment and initiative in combining a broad scope of professional utilities, business and technical knowledge, and sophisticated, analytical judgments in order to develop education and training programs that are accurate and understandable by those receiving instruction. Incumbents are required to carry out assignments without detailed instruction and provide assistance to the Arizona Corporation Commission during the annual audit. This class is supervised by the Energy Resources Compliance Administrator who reviews work through conferences, observations, customer feedback, reports, and overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Communication, Marketing, Education, or closely related field. A minimum of three years professional-level experience developing, coordinating, delivering, and evaluating energy utility regulatory or safety compliance training programs; **OR** two years full-time employment as an Energy Resources Compliance Specialist with the City of Mesa; **OR** any combination of training, education and experience equivalent to a minimum of five years full-time employment in the installation, maintenance and repair of gas or electric utility; **AND** 6 months of full-time experience in a lead or supervisory capacity.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. This class is subject to DOT drug and alcohol testing to comply with Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA) regulations 49 Code of Federal Regulations (CFR) Part 199.

Preferred/Desirable Qualifications. Knowledge of natural gas and electric utilities is highly desirable. Thorough working knowledge of 49 CFR, Part 192, as it applies to the construction and maintenance of a large natural gas distribution system is preferred. Thorough working knowledge of International Fuel Gas Code as it applies to the metering of natural gas distribution. Thorough working knowledge of electrical distribution. Working knowledge of the Department of Economic Security as it applies to electric apprenticeship programs. Knowledge of state and federal Department of Transportation (DOT), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA) rules and regulations applicable to electric utilities, and applicable electric codes.

ESSENTIAL FUNCTIONS

Communication: Communicates orally and in writing with Energy Resources Department employees, other City employees, vendors, contractors, and others in order to create awareness of services offered by the Energy Resources Department and to provide training and education. Conducts effective oral presentations and instructs employees in various industry-related topics. Prepares and develops written documents including manuals, reports, forms and PowerPoint presentations using proper sentence structure and clearly organized thoughts. Conducts and facilitates meetings regarding training for Energy Resources Department and Customer Service employees. Maintains training records and database management of completed training for employees (example: Operator Qualification, Electric Apprenticeship program, etc.). Teaches workshops and classes on a variety of energy related topics. Continually communicates upcoming employee training classes, seminars and training opportunities to Energy Resources employees and assists them in selection of classes and completion of Training Registration Form. Responds to technical questions/concerns from Energy Resources employees, and citizens or other interested parties.

Manual/Physical: Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to give presentations, develops training materials, and conducts training provided to Energy Resources employees and the general public, and attends meetings. Supervises a variety of activities in support of training and education programs involved with Public Awareness programs. Operates a variety of standard office equipment, enters data or information into a PC, prepares and updates schedules, graphs, charts, or props for displays and presentations. Supervises the preparation of boxes/bundles of forms, mail, pamphlets, and newsletters for distribution and mailing. Moves equipment and materials using a hand cart/dolly. Moves light office equipment. Sets up and/or removes folding tables and chairs for classroom settings and various events. Stands for extended periods of time to deliver presentations to city employees and the public in group settings. Monitors inventory, and orders or purchases supplies as needed.

Mental: Plans, organizes, initiates, recommends and facilitates technical training programs. Conducts research and analyzes data to make recommendations regarding special projects. Conducts internet research and analyzes data to make recommendations regarding seminars or workshops with pertinent information to Operator Qualification or gas/electric industry changes. Understands technical training specifications and visual aids for technical training needs. Monitors and evaluates training programs to determine effectiveness and additional needs. Develops training and education objectives for the Energy Resources Department. Assists in budget preparation by estimating training and education costs. Directs, prioritizes, and evaluates the activities of staff as it relates to the development of compliance training programs and presentations. Plans, schedules, and supervises program activities performed by staff.

Supervises subordinate staff responsible for developing public awareness training materials intended for public schools. Assists subordinate staff with scheduling field trips to schools and developing visual displays for presentation. Develops and produces publications for contractor services installing gas lines for City of Mesa customers. Develops audio-visual materials including computer based training presentations, interactive designs, audio video programs and digital displays. Supervises staff that are responsible for organizing community outreach services projects. Develops staff knowledge, skills, and abilities by conducting performance evaluations, assigning professional development projects or assignments, and coaching staff on energy compliance related issues. Coordinates work activities, program functions and special events with other City departments, businesses, and agencies. Comprehends and makes inferences from new and current rules, regulations and written materials. Learns job-related material regarding computer applicants and industry updates related to areas of responsibility. Prioritizes multiple projects and meets required deadlines.

Knowledge and Abilities:

Knowledge of:

technical information found in Operation and Maintenance Manual;
the principles and practices of employee supervision, evaluation, and training;
federal, state, and municipal regulations regarding natural gas pipelines;
training and educational program design;
the principles, training methods, and techniques used in technical training;
computer programs used to create presentations, written documents, and database recordkeeping;
computer programs used to create and maintain a computer website;
natural gas and electric utilities industries;

the methods and techniques used to educate and train adults;
the principles and techniques for effective written and audio-visual presentations;
project management, and research methods and techniques;
principles and practices of composing and editing informational and educational materials;
Title 49 Code of Federal Regulations 190-199;
International Fuel Gas Code; and
DOT Commercial Driver's License requirements.

Ability to:

direct, supervise, assign, and evaluate the work of subordinate personnel;
develop and prepare in-house technical training programs;
explain technical information using non-technical language;
coordinate internal classroom training, including the use of outside speakers and audio-visual equipment;
instruct others in a classroom setting;
remain in a standing position for long periods of time when instructing classes;
prepare clear and accurate written documents;
prepare and present clear and accurate presentations to diverse audiences;
establish and maintain effective working relationships with City of Mesa employees and others;
remain aware of changes in the gas/electric industry, its effect on City of Mesa operations, and ability to react accordingly to maintain regulatory compliance;
meet multiple project deadlines;
coordinate graphic design, printing, and audio-visual projects;
operate desktop publishing software, including layout and illustration;
prepare a variety of documents using Microsoft Office software;
implement a variety of advertising/communications projects and activities;
read and interpret gas system design plans, specifications, blueprints, and quarter section maps;
research, and edit news releases, brochures, fact sheets, journal articles, reports, presentations, website content and other business communications;
develop partnerships and build consensus;
promote employee participation and training;
assist Personnel by monitoring oral board interviews;
work independently in completing all assignments;
supervise the work of subordinates involved in the development and delivery of training program by visiting and inspecting the work in progress or the completed job, discussing problems encountered or anticipated with employees, determining procedures to resolve unusual problems, and noting observed job quality and work habits of staff;
establish and enforce work standards and operating procedures to ensure that jobs are completed in a timely manner and in conformance with established specifications, industry regulatory requirements, and safety practices and procedures; and
supervise subordinate employees by participating in hiring and discharge activities, preparing performance evaluations, initiating disciplinary actions, and serving as management's representative in the first step of the grievance process.

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 5/18

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INCREMENTS 53-200

PAY GRADE: 54

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