

GAS CONSTRUCTION COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: The Gas Construction Coordinator is responsible for administering, directing and coordinating all contracted work for the Gas Division. An incumbent is also responsible for administering and coordinating activities to resolve internal/external procedural and resource conflicts and miscellaneous issues arising from the installation, construction, maintenance and repair of the City's gas, water and waste water system. Additionally, an employee in this class writes work requests and project authorizations, orders materials and equipment, coordinates construction activities, assists in budget development, makes recommendations for capital improvements and performs other related work. The incumbent supervises the activities of the one-call (Blue Stake) locator section, gas inspection and Gas Division warehouse personnel; performs related duties as required.

Distinguishing Features: This class is distinguished from the Gas Division Director class by the latter having the responsibility for planning, directing and controlling the work activities of the entire Gas Division. This class is further distinguished by its responsibility for assuming the duties of the Gas Division Director when the Gas Division Director is absent. This class receives general supervision from the Gas Division Director who reviews the employee's work through reports, conferences, and overall results achieved. This class is FLSA exempt-executive.

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. Any combination of training, education, and experience equivalent to a Bachelor's Degree from an accredited college or university in Construction Management, Civil Engineering or related field. Good (1 - 3 years) experience in project management and gas system engineering and/or installation **OR** extensive (5+ years) experience in project management and gas system engineering and/or installation. At least one year of supervisory experience is required. Thorough working knowledge of CFR, Part 192, as it applies to the construction and maintenance of a large natural gas distribution system is required.

Special Requirement. Must possess a valid Arizona Driver's License by hire 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 Qualification. None

ESSENTIAL FUNCTIONS

Communication: Communicates with personnel in order to organize and supervise program activities, discuss, and schedule projects, coordinate multi-department projects, etc. Prepares and presents reports, letters, and employee performance appraisals.

Manual/Physical: Reviews construction drawings, service and job orders, and work requests. Prepares work schedules and assignments. Reviews divisional activities through observations of various job sites and written reports to determine conformance to department safety and operational standards. Operates a motor vehicle requiring a standard Arizona Driver's License to conduct City business at local municipalities and to respond to emergencies. Inspects activities of various utilities areas. Detects natural gas leaks when reviewing field projects and coordinating emergency field crews. Observes and monitors project expenditures to maintain compliance with prescribed standards.

Mental: Develops, plans, and specifies additions or revisions needed in natural gas, sewer, and water systems. Plans, schedules, and supervises program activities and personnel. Determines changes or alternatives in existing conditions and initiates the appropriate action. Prepares or directs the preparation of contract specifications, contract service agreements, construction standards and drawings, and instructions for the installation or construction of additions or changes to the present utilities distribution system. Conducts special studies relating to the operation and evaluation of the gas distribution system. Estimates labor or material costs from blueprints or work plans to allow Public Works Services to set up service orders for new services. Comprehends and makes inferences from written material. Analyzes plans, project costs, completed work orders, etc., to prepare cost overrun and contractor proficiency reports.

Knowledge and Abilities:

Knowledge of:

natural gas, water, and sewer system construction and maintenance principles;
contracts, general contract law, contractor/owner relationships, contract specifications and project management processes;
the equipment, materials, procedures, and regulations associated with the operation of natural gas, water, and sewer systems;
City government and the services normally provided;
CFR, Parts 192 and 199, as it applies to large natural gas distribution systems;
the government performance standards, materials, and procedures as related to utilities; and
the principles and practices of employee supervision, evaluation, and training.

Ability to:

participate in the design of additions or changes to gas distribution systems;
review and handle personnel problems;
assume the responsibilities of the Assistant Utility Manager - Gas Distribution/Construction in the Assistant Utility Manager's absence;
exercise effective supervision over utility system construction and maintenance activities and personnel;

and

establish and maintain effective working relationships with: management, subordinates, contractors, utility customers, City officials, industry representatives, 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.

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INCREMENTS 23-200

PAY GRADE: 56

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