

## **ENERGY RESOURCES CONSTRUCTION AND TECHNICAL SERVICES ADMINISTRATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** An Energy Resources Construction and Technical Services Administrator is responsible for oversight of the construction, maintenance, and repair of the Gas Division's distribution systems, pipelines, corrosion control, leak survey, technical service activities. Duties include: oversight of field staff via subordinate supervisors; monitoring the Gas Construction and Technical Services Budget including Capital Improvement Projects (CIP) and Operations & Maintenance (O & M) budgets for areas of responsibility (i.e., approving pay requests, rental agreements, and vendor services, analyzing O&M work orders, analyzing and estimating future spending patterns, opening funding sources for work order charges, managing and projecting CIP project budgets in conjunction with the Energy Resources CIP Administrator, and compiling yearly budget data with Energy Resources Fiscal Analysts); project management duties including coordinating and facilitating the system, planning, development, and replacement programs for replacement projects and gas system improvement projects, working with Engineering, Gas Planning Engineer, Gas System Operations, and Energy Resource CIP/Accounting staff to approve gas system extensions, replacements, operating pressures, and associated timelines to ensure system integrity and overall service availability to customers; ensure additions and revisions to Gas Material Specifications Manual are in compliance with Federal and State regulations and City of Mesa Procedures; represents the City of Mesa in meetings with professional organizations; other utilities; and county, state, and federal regulatory agencies. This class is responsible for performing related management and administrative duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from other Energy Department classes by its responsibility for coordinating, overseeing and supervising the gas construction and technical services work performed by other employees in the Energy Resources Department through subordinate supervisors. The incumbent in this class receives general supervision from the Energy Resources Director or Deputy Director who reviews work through reports, conferences, and overall results achieved. This class is required to exercise considerable judgment and initiative in daily duties related to the area of assignment. This position is subject to 24-hour emergency call-out. This class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business Administration, Business Management, Organizational Management, or related field. Extensive (5+ years) experience in the construction, maintenance, and operation of natural gas facilities in a mid- to large-size gas distribution company which includes experience in at least one of the technical areas (i.e., utility construction such as installation, maintenance and repair of a gas utility system and/or technical services such as leak survey, corrosion control, etc.) and at least three years of supervisory experience.

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

**Substance Abuse Testing.** This class is subject to DOT drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 199 for the Pipeline and Hazardous Materials Safety Administration (PHMSA).

**Preferred/Desirable Qualification(s).** Experience in DOT and natural gas emergency response training is highly desirable. Graduation from an accredited college or university with a Master's Degree in Business Administration, Business Management, Organizational Management, Public Administration, or related field is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates and instructs others in department policies and procedures, training and safety issues, staff expectations, and management perspective to the appropriate parties. Communicates with contractors, developers, and employees associated with other utilities, to schedule and coordinate construction projects, and to solve natural gas utility-related issues. Prepares effective written reports, recommendations, correspondence, performance appraisals, etc. Communicates with outside organizations and government agencies (ACC, federal DOT, OSHA, etc.) to ensure code compliance. Observes, inspects, or monitors class specifications, objects, and standard operational procedures to determine compliance with prescribed operating, training, or safety standards. Observes, inspects, or monitors the behavior of subordinates, contracted personnel, etc., to ensure productivity and compliance with prescribed operating, training, or safety standards. Oversees and monitors the development the budget for respective areas of responsibility. Uses graphic instructions and techniques such as PC presentations, PowerPoint presentations to provide effective, efficient, and innovative training programs.

**Manual/Physical:** Operates a variety of standard office equipment such as personal computer (PC) or electronic typewriter in order to perform purchasing functions, budgetary requirements, record data, and research special projects. Performs field inspections of job site conditions, workers, and equipment to ensure compliance with the DOT, ACC, ADOT, Environmental Protection Agency (EPA), OSHA, etc. Inspects natural gas pipeline facilities for proper installation and maintenance procedures. Reviews various activities and reports 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 review work performed by subordinates and respond to emergencies.

**Mental:** Directs, prioritizes, and evaluates the activities of personnel engaged in the installation, maintenance, repair, and servicing of all natural gas pipeline facilities and related equipment in the natural gas distribution system. Prioritizes and assigns work to subordinate personnel in order to review or check the work product of others to ensure production, regulatory compliance, and safety. Analyzes data, researches new products and/or equipment in order to make recommendations in a written report format to senior-level management regarding purchasing, budgeting, eliminating processes, providing estimated costs, and identifying future regulatory, compliance, training, and safety needs. Participates in the preparation of specifications for natural gas equipment. Analyzes bids, quotations, and product quality. Analyzes natural gas system problems and determines corrective action. Estimates labor, material, and equipment costs for the installation of gas mains and services. Participates in the long-

range natural gas system planning and design for future projected loads. Reads and interprets natural gas system plans. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

natural gas theory, problems, principles, equipment, and supplies;  
corrosion control theory and application on a natural gas distribution system;  
natural gas leak survey requirements and techniques;  
the construction, maintenance, and daily operations of natural gas utility system facilities and equipment, including regulating and pressure reducing stations;  
the practices and procedures associated with metering, and customer service;  
the occupational hazards and the safety practices, procedures, and equipment related to the natural gas industry;  
Arizona Blue Stake Law;  
federal and state regulations relating to the operation and maintenance of a natural gas distribution system;  
the principles and practices of employee supervision, evaluation, and training;  
code compliance requirements for federal DOT Controlled Substance and Alcohol Use and Testing, 49 CFR 382 applicable to covered utility employees;  
the utility standards, materials, procedures and plans for the construction, operations, and maintenance of natural gas utility distribution systems;  
construction site safe practices, OSHA requirements pertaining to confined spaces, trench safety, and underground utility construction;  
purchasing practices relating to non-warehoused tools and components used in utility construction and maintenance;  
polyethylene fusion and steel pipe joining practices, procedures; and  
PC applications and programs.

Ability to:

direct, supervise, assign, and evaluate the work of subordinate personnel;  
identify and resolve complex operational and personnel problems in assigned area;  
assign projects to supervisors and crews;  
give instructions and train personnel on work procedures, safety practices, and technical requirements;  
respond to emergency calls and direct the correction of the problem;  
adjust work schedules to meet emergency conditions;  
plan system replacements, load requirements, and natural gas master plans;  
establish work and safety standards and operating procedures;  
draft and update safety and procedures manuals;  
exercise personnel authority in the responsibility center supervised, including recommending the hiring, evaluating, and terminating of personnel;  
initiate disciplinary actions and other personnel activities;  
assist in preparing and monitoring the operating and maintenance and capital improvement projects budget;

maintain records and maps of related facilities;  
establish and maintain effective working relationships with City personnel, contractors, subordinates, and the general public to prevent, resolve, or minimize natural gas utility-related problems;  
serve on technical committees and outside organizations as required, specific participation necessary to develop a unified natural gas industry qualification and regulatory program;  
establish and maintain effective working relationships with management, subordinates, state inspectors and the general public;  
make sound administrative analyses relating to policy and management problems;  
stay current on and make appropriate policy recommendations concerning area of specialty and/or industry activities and regulatory issues; and  
have excellent analytical and problem solving ability, presentation, facilitation, communication, coaching, and writing skills;

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 this job change.

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EEO-O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-Yes

RESP-No

JOB FCTN-ADM

INCREMENTS 55-200

PAY GRADE: 58

SECURITY-No

CDL-No

IND-7502

SWORN-No