

ENERGY RESOURCES GAS SYSTEM ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: An Energy Resources Administrator is responsible for managing the activities and operations of the Energy Services, Construction and Technical Services, or Compliance Section of the Energy Resources Department. Duties include: full budgetary responsibilities of their assigned section; monthly operations analysis; creating and tracking performance measurements; preparation for, participation in, and responding to the annual audit conducted by the Arizona Corporation Commission (ACC); managing, coordinating, overseeing, and supervising subordinate supervisors; and understanding, creating, and implementing policies, procedures, and practices that ensures the Energy Resources Department continues to be able to provide safe, reliable, and efficient natural gas utility services to our customers. This class is also responsible for developing forecasts for budgets and Annual Work Plans, and administering the Plans for their respective assignments; including monthly reviews of budget compared to actual expenditures and activity levels. An employee of this class is required to implement and ensure staff compliance (via monitoring and training) with appropriate safety equipment and procedures. Energy Resource Administrators represent the City of Mesa and Energy Resources in meetings with professional organizations; other utilities; and county, state, and federal regulatory agencies (examples: Southwest Gas, Unisource, American Public Gas Association, American Gas Association, Arizona Bluestake, etc.). The incumbent assumes the duties of his/her supervisor in the supervisor's absence. This class is responsible for performing related management and administrative duties as required.

Compliance Administrator Assignment: The principal point of contact for all regulatory issues including utility code compliance with Department of Transportation (DOT) and the ACC. The incumbent is the Subject Matter Expert (SME) on regulatory compliance issues in the natural gas industry as they affect the City of Mesa, Energy Resources. Duties include: ensuring utility code compliance by managing state and federal audits and investigations into regulatory and compliance issues; responding to requests for information from regulatory bodies; facilitating the review, revision, training, and dissemination of material pertinent to the Department's Operations & Maintenance (O&M) manual, Operator Qualification (OQ), Integrity Management (DIMP), Control Room Management (CRM), and Public Awareness (PA) plans which are required by regulation; performing liaison duties between the ACC and operations in reporting incidents; initiating and monitoring programs and procedures as necessary to maintain the City's compliance with state and federal pipeline safety codes; conducting internal compliance assessments and audits of operations, maintenance, construction, technical services, materials, and other code related activities; facilitating the development and implementation of regulatory programs including managing the development and training of department employees in OQ and all regulatory requirements; representing the City of Mesa in meetings with professional organizations, other utilities, and regulatory agencies; researching, preparing, and implementing policy recommendations relating to Energy Resources issues as directed by management; and maintaining awareness of legislative and regulatory initiatives that may have significant impacts on the Energy Resources Department.

Construction & Technical Services Administrator Assignment: 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 O&M budgets for areas of responsibility (examples: approving pay requests, rental agreements, 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; and ensure additions and revisions to the Gas Material Specifications Manual are in compliance with Federal and State regulations, and City of Mesa Procedures.

Energy Services Administrator Assignment: Oversees highly specialized Utility Service Field Supervisors who are involved in supervising natural gas utility services work and section personnel involved in a variety of skilled and semiskilled tasks in gas service activities. Activities include resolving commercial gas distribution and service problems; minor repairs on residential gas appliances; and construction, maintenance, and field repair of residential, commercial, and industrial gas meters for the City of Mesa's natural gas system. The Energy Services Administrator is responsible for Gas Operations relating to the installation, corrective action, and preventative maintenance of gate stations, district regulator stations, and residential and commercial customer metering equipment. Incumbents are also responsible for emergency response, including distribution system valve operation in emergency situations. This class monitors system performance using the Supervisory Control and Data Acquisition (SCADA) system and/or reports for effective operation of gas distribution and regulation by supervising and implementation of changes to operating parameters.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The incumbents in this class receive general supervision from the Energy Resources Director or Deputy Director who review 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

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 an accredited college or university with a Bachelor's Degree in Engineering, Business Administration, Business Management, Organizational Management, or related field. Extensive (5+ years) full-time experience in a mid - to large-size gas distribution company in at least one of the following technical areas: Regulatory Safety Compliance including design and implementation of training programs; locating underground utilities; Design; Construction; Maintenance; Repair; Operations; Leak Survey; or Corrosion Control. Experience must be in one or more of the following components; gas mains, city gate stations, pressure regulator stations,

gas service lines, gas meters, or Supervisory Control and Data Acquisition (SCADA) systems. Three years of supervisory responsibility in a gas utility or related field. Up to two years of supervisory experience may be substituted by any combination of training and education equivalent to two years.

Special Requirements. Must possess a valid Class D 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 Qualifications. 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. Experience in DOT and natural gas emergency response training is highly desirable.

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. 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 of the budget for respective areas of responsibility.

Manual/Physical: Operates a variety of standard office equipment such as personal computer (PC) in order to update various operational procedures, 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, Environmental Protection Agency (EPA), etc. Inspects natural gas pipeline facilities for proper installation and maintenance procedures. Operates a motor vehicle requiring a standard Arizona Driver's License to conduct City business at local municipalities, attend meetings, visit job sites to review work performed, and respond to emergencies. Reviews construction drawings to determine compliance with various natural gas regulations, processes, and procedures. 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.

Mental: Directs, prioritizes, evaluates, 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 and 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. Supervision of subordinate employees such as; participating in hiring, discharge activities, directing, reviewing, coaching, instructing, and evaluating work, etc. Participates in the preparation of specifications for

natural gas equipment, reviews engineering drawings of gas customer services and meter installation, and makes recommendations on equipment and materials for proposed projects. Participates in the procurement process for the department to include; analyzing bids, quotations, and product quality; estimating costs from blueprints or work plans; and observes and monitors project expenditures to maintain compliance with prescribed standards. Reads and interprets natural gas system plans. Analyzes natural gas system problems and determines corrective action. Participates in the long-range natural gas system planning and design for future projected loads. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skills/Abilities:

Knowledge of:

personal computer software to manage, track, research, and communicate information;
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 operations of natural gas utility system facilities and equipment, including regulating and pressure reducing stations;
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;
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;
code compliance requirements for federal DOT Controlled Substance and Alcohol Use and Testing, 49 CFR 382 applicable to covered utility employees;
purchasing practices relating to non-warehoused tools and components used in utility construction and maintenance;
safety equipment and procedures used when working on natural gas lines;
natural gas leak detection procedures;
budgeting principles;
the principles, practices, and methods of employee supervision, training, and evaluation;
methods, materials and tools used in installing and maintaining gas meters, appliances, regulators, relief valves, etc.;
International Fuel Gas Code and City plumbing codes relating to utilities;
DOT Pipeline Safety Act;
SCADA system;
appliance repair methods and procedures; and
polyethylene fusion, welding and steel pipe joining practices and procedures.

Skill in:

providing exceptional customer service;
recognizing and taking proactive approach to regulatory compliance;
use of a PC and specialized software related to this field;
managing multiple projects; and
interpersonal communications on a variety of levels with internal and external customers.

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;
be well grounded in competency-based active learning approaches to adult learning;
deal directly with the news media during events of large utility outages or incidents; 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 the job change.

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