

GAS SYSTEM SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Gas System Supervisor is responsible for supervising and coordinating the construction, installation, maintenance, and repair of the City's distribution systems for gas. Incumbents maintain responsibility for multiple project coordination to ensure the timely installation and construction of utilities infrastructure prior to land development and the timely maintenance and repair of existing utilities infrastructure. Examples of specific duties include: supervising the work of Gas System Crew Leaders, Gas System Inspectors, and overseeing contractors; coordinating materials for construction jobs; redesigning project plans to fit the physical condition of the job site; coordinating emergency repairs with the media, fire department, business owners and others; and scheduling training for subordinate staff. This class performs related duties as required.

Distinguishing Features: This class is distinguished from other classes in the Gas Division by having full-range supervision over Gas Division crews. An employee in this class is expected to exercise considerable initiative and independent judgment in resolving day-to-day operating problems to ensure efficient, effective use of assigned equipment and manpower. Although a certain amount of time is spent on-site at various projects, greater emphasis is placed on project planning and project coordination activities. An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class is subject to 24-hour emergency call-out. Supervision is received from the Energy Resources Construction and Technical Services Administrator who reviews work through meetings, reports 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 graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business Administration, Business Management, Organizational Management, or related field and three years full-time employment in the construction, maintenance, and repair of underground gas utility systems, including two years of administrative and supervisory experience **OR** two years full-time employment with the City of Mesa as a Gas System Crew Leader or one year full-time employment with the City of Mesa as a Gas System Inspector. Personal computer (PC) experience (example: word processing, spreadsheets, databases, etc.).

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Must be able to successfully complete the City of Mesa's operator qualification requirements within six months of hire date. Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

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) AND by assignment Part 382 for the Federal Motor Carrier Safety Administration (FMCSA).

Preferred/Desirable Qualifications. Thorough working knowledge of CFR, Part 192, as it applies to the construction and maintenance of a large natural gas distribution system is preferred. Membership or affiliation with organizations such as the American Gas Association (AGA) is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates and instructs others in the department policies and procedures, training, and safety procedures. Communicates with contractors, developers, engineers, inspectors, other City employees etc., in order to coordinate utility construction projects and resolve related problems. Prepares written reports, recommendations, correspondences, and performance appraisals. Communicates with the public in order to prevent, resolve, or minimize the impact of utility problems.

Manual/Physical: Reviews work activities for adherence to plans and specifications, safety procedures and standard operating procedures. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to job sites to review subordinate work performed and respond to emergencies. Performs field inspection of job site conditions, work crews and equipment to ensure compliance with the Arizona Corporation Commission (ACC), Arizona Department of Transportation (ADOT), Environmental Protection Agency (EPA) and other regulating organizations. Lifts and carries heavy (50 - 70 pounds or more) equipment and materials needed to complete the job using assistive devices (e.g., cart, power winches, rigging equipment, etc.). Works in confined spaces and at depths of ten feet or more under a wide range of weather conditions. Meets scheduling and attendance requirements.

Mental: Directs, prioritizes, and evaluates the activities of personnel engaged in the installation, maintenance, repair, and servicing of all City gas utility infrastructure. Develops, plans, and specifies additions or revisions needed in gas systems. Plans, schedules, and supervises program activities and personnel. Determines changes or alternatives in project plans, construction, and other related activities as needed and initiates the appropriate action. Prepares or directs the preparation of specifications, construction standards and drawings, and installation instructions for utility construction, installation, maintenance, and repair. Reviews reports for adherence to plans, specifications, and policies. 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 other City departments to set up service orders for new services. Comprehends and makes inferences from written material. Analyzes utility problems and determines corrective actions. Participates in the long-range planning and design of future and replacement utility projects. Assists in developing the annual Energy Resources Department budget.

Knowledge and Abilities:

Knowledge of:

general procedures for installing, maintaining, and repairing gas mains and services;
the construction, maintenance and daily operation of gas systems;
the CFR Part 192 as it applies to the construction and maintenance of gas distribution systems;
Arizona Blue Stake law;
occupational hazards and safety equipment and procedures used when working on and around various utility lines;
tools, equipment, materials, and supplies needed for installing, maintaining, and repairing gas lines;
traffic control procedures and practices utilizing barricades and traffic cones;

basic backhoe and related equipment operation procedures;
polyethylene (PE) fusion equipment and procedures; and
principles and practices of employee supervision, evaluation and training.

Ability to:

coordinate the work of several crews involved in the construction, maintenance, and repair of the City's gas lines by determining priorities, scheduling projects, obtaining necessary materials and equipment for the project, and assigning projects to specific crews based on expertise of crew members and type of project to be completed;
supervise the work of several crews involved in the construction, maintenance, and repair of the City's gas lines by visiting the work site, inspecting the work in progress or the completed job, discussing problems encountered or anticipated with crew leader, determining procedures to resolve unusual problems, and noting observed job quality and work habits of crew members;
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;
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;
meet with contractors, inspectors, project foremen, etc., to establish timetables and coordinate activities to minimize delays in project completion and/or reduce costs in completing required construction, maintenance, or repair activities;
complete a variety of forms, records, and reports associated with project cost, problems encountered and/or resolved, and work completed including equipment, materials, and supply requisitions, crew time sheet review, vehicle mileage and usage review, work orders from contractor liable repairs, and "as built" diagrams for quarter section and plat maps;
operate a personal computer (including word processing, databases, and spreadsheets);
participate in all aspects of construction, maintenance, and repair of the City's gas systems as needed;
notify customers of the nature, duration, and cause of gas service interruption, answering questions and resolving customer problems or complaints referred by crew leaders as necessary;
interpret project plans, blueprints, and diagrams to determine equipment, materials, and supplies needed to complete project;
follow established procedures for installing, maintaining, and repairing gas mains;
use a variety of hand tools to install, maintain, and repair gas lines;
coordinate the activities of several work crews to maximize utilization of available equipment and manpower;
prioritize work projects based on severity of the problem, potential danger to the public, potential loss to the City, and other pertinent factors;
operate a variety of powered construction equipment and tools to install, maintain, and repair gas lines;
prepare clear, concise written reports of work completed and/or problem encountered;
establish and maintain effective working relationships with contractors, subordinates, other City employees, and the general public;
monitor operating and maintenance budgets and assist in budget preparation; and
maintain records and maps of various facilities.

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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MR/sb/js

CS4731.DOCX

EEO-S/M

JOB FCTN-TEC

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 56

IND-7502

SWORN-N

Non-DOT Random-N

DOT-Y

INCREMENTS 73-200