

RENEWABLE NATURAL GAS COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Renewable Natural Gas Coordinator is responsible for the operation, maintenance, and oversight of on-site activities for highly specialized and complex biogas upgrading equipment that capture and convert waste biogas into pipeline-quality renewable natural gas for City of Mesa use. This position performs a variety of skills that require advanced technical knowledge and the ability to exercise independent judgement to troubleshoot and repair biogas systems when the presence of hazardous leaks and/or safety code violations should result in a pause of operations. This position works in close conjunction with Water Resources staff to maximize the capture and production of renewable natural gas from existing wastewater reclamation plant processes in addition to coordinating efforts to minimize disruptions during plant shutdowns and other maintenance-related activities. This position also works closely with both technical and administrative Energy Resources staff, which may include leak detection crews, emergency response crews, and Energy Resources Coordinator(s) or Program Manager(s) in order to support the project and attain goals. This position installs, maintains, calibrates, and conducts advanced diagnostic evaluations in order to perform repairs directly to highly specialized biogas upgrading equipment and associated electronic control systems to ensure peak performance optimization. This position monitors various processes such as inventory management and data entry as well as participating in the overall planning, organization, and review of plant and facility activities which include the complex measurement and regulation of the instrumentation associated with large commercial and industrial meter sets, regulator stations, and gas custody transfer stations. This position works with vendors and contractors, takes samples as needed, and serves as a subject matter expert (SME), trainer, and lead for biogas upgrading equipment while adhering to strict regulatory compliance of daily operations. Employees in this class are required to use appropriate safety equipment and follow safety procedures in performing assignments and enforcing safety regulations. This position performs other related duties as required.

Distinguishing Features: The Renewable Natural Gas Coordinator generally works alone and is therefore expected to exercise significant initiative and independent judgment when performing tasks. An employee of this class is subject to frequent exposure to working in a variety of adverse weather conditions, toxic chemicals, rotating equipment, noise, low oxygen, explosive environments, and hazardous conditions associated with high-pressure natural gas. This class may be subject to stand-by and emergency call-out during off duty hours and is expected to work overtime and scheduled stand-by as required. This class is supervised by the Energy Resources Coordinator who reviews work through conferences, meetings, and the direct observation of work in progress, as well as the comprehensive review of overall results achieved. This class is FLSA nonexempt.

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 high school or GED. Extensive (5+ years) experience in the construction, maintenance, and repair of complex industrial, mechanical, and/or specialized utility system equipment.

Special Requirements. Must possess and maintain a valid Class D Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must meet and maintain the qualifications required to obtain a Self-Contained Breathing Apparatus (SCBA) certification within three (3) months of hire or promotion. Must successfully complete operator qualification training administered by Energy Resources within six (6) months of hire or promotion date and must retain qualification throughout employment in order to work on the City of Mesa's natural gas system.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification as outlined in City policy and procedures, this class is subject to the Department of Transportation (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 Qualifications. Good (1-3 years) experience working with natural gas utilities, anaerobic digestion, and/or renewable natural gas systems, gas chromatography and natural gas analytical equipment, gas detecting equipment, and/or strong aptitude for mechanical systems. Good (1-3 years) experience in mechanical and/or electrical troubleshooting, as well as advanced computerized systems such as Supervisory Controls and Data Acquisition (SCADA).

ESSENTIAL FUNCTIONS

Communication: Communicates with City employees, vendors, management, contractors, regulatory agencies, and a variety of professional organizations to relay information on plant operation and maintenance. Provides instructional training to Water Resources Water Treatment/Reclamation Plant Operator staff as well as Energy Resources staff including emergency response and gas and leak detection crews pertaining to specialized equipment. Prepares handwritten and/or electronic documents such as purge procedures, forms, memos, and reports with clearly organized thoughts and proper sentence construction, punctuation, and grammar in order to relay potentially complex information about the biogas plant and associated systems.

Manual/Physical: Cleans work area and specialized natural gas and other biogas equipment and tools. Detects natural gas leaks, toxic gases, smoke, and other hazardous materials such as plant chemicals. Digs up ground using a pick, shovel spade, or trencher to pothole and dig up utility lines as needed. Distinguishes colors to operate and troubleshoot equipment such as electrical wires and buttons. Enters data or information into a City-issued computer, tablet, or phone in order to document and analyze data and information. Inspects, monitors, and evaluates the renewable natural gas plant and distribution equipment. Installs and/or replaces filters, ribbons, belts, media, tubing, membranes, spare parts, PIT's, gaskets, and batteries in order to operate and maintain the biogas system. Logs and responds to work orders in Cityworks. Moves heavy objects such as filters, equipment parts, membranes, valves, and meters weighing up to 50 pounds for distances of up to 100 feet in order to maintain and operate the renewable natural gas system. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to travel between treatment plant sites. Operates a variety of standard office equipment to share information, write reports, analyze data, and perform research. Operates power-driven machinery such as trenchers, man lifts, and vacuum trailers for the operations and maintenance of the renewable natural gas system. Performs physical inventories and inspections of biogas systems and associated parts and

equipment. Uses both normal and routine personal protective equipment and specialized, non-routine protective equipment such as a respirator to maintain and operate the renewable natural gas system. Uses common hand tools such as a hammer, saw, screwdriver, wrenches, drills, grinders, ratchets, pipe and tube cutters, benders, threaders, and similar tools. Utilizes warning devices when working around moving equipment, sirens, calls for help, and other warning signs such as alarms, hissing, and odors. Works around energized power lines, pressurized natural gas, and water and wastewater lines. Works around or uses potentially hazardous materials requiring the use of specialized equipment. Works at elevated levels up to 30 feet while performing operations and maintenance tasks. Works in small, cramped areas while performing operations and maintenance tasks. Works with cleaning fluids, agents, chemicals, paints, rust remover, lubricants, oils, and similar solutions.

Mental: Assists in preparing activity level budget. Comprehends and makes inferences from written materials such as operating procedures, codes, and standard regulations to meet or exceed minimum regulatory compliance standards. Conducts research and/or analyzes data to operate and maintain the biogas system; plan for future renewable natural gas systems, projects, or improvements; and determining potential impacts to the project. Coordinates work activities and program functions with other City departments. Determines compliance with prescribed operating, safety, regulatory, and other standards and guidelines applicable to the renewable natural gas plant and the City's natural gas distribution system. Develops and updates policies and procedures and short- and long-term objectives for the renewable natural gas activity. Exercises independent judgment in handling routine and emergency conditions related to plant operations and maintenance. Learns job-related material through on-the-job training regarding operations and maintenance of the biogas system in a classroom setting. Performs financial and cost analysis. Plans and organizes day-to-day and emergency operations for the renewable natural gas system. Prepares or updates maps, schedules, graphs, and other data visualizations in order to clearly document and share information. Recommends improvements and modifications to existing treatment methods and facilities. Resolves procedural, operational, and other work-related maintenance issues. Reviews plant process control operations through inspections of system or plant operational records, technical data, operational reports, and graphic charts. Understands and/or interprets blueprints, schematic drawings, layouts, and other visual aids for troubleshooting, planning, and/or operating the biogas system. Uses a variety of specialized tools and equipment related to natural gas pipelines (example: combustible gas indicator, leak survey equipment, and odorization detection equipment). Understands verbal and/or written instructions.

Knowledge and Abilities:

Knowledge of:

federal, state, and local guidelines and regulations specific to the operation of a biogas upgrading facility and gas pipeline safety;
renewable fuel standards, gas leak detection procedures, and NFPA 52 regulations;
specialized equipment such as economizers, condensers, blowers, after coolers/motors, hydrogen sulfide filtration and activated carbon media vessels, filters/elements, polishing tanks, membrane stages/cartridges/heaters/ventilation fans, pneumatic drain pumps, gas compressors, water separators, chillers, tanks, auto drains, and various valves;
the basic maintenance needs of biogas upgrading equipment;
the basic principles of biogas processing, anaerobic digestion, and cathodic protection;
the chemical and physical processes used to treat biogas;

the methods, materials, and equipment used in biogas upgrading and processing facilities; and the proper tools, safety equipment, and procedures used when working on and around natural gas lines.

Ability to:

- effectively express ideas to others both verbally and in writing;
- establish and maintain effective working relationships with management, coworkers, and the general public;
- identify, diagnose, troubleshoot, and repair problems in order to ensure proper and efficient operation of the biogas treatment plant;
- act in the best interest of the City and prioritize own work;
- instruct others in a classroom setting;
- make crucial measurements and decisions in determining system component compliance;
- prepare and maintain accurate maintenance and work records;
- respond to commercial and industrial gas emergency calls involving fires, damaged services, and gas leaks;
- safely operate tools, specialized equipment, various types of pumps, electronic equipment, leak detection equipment, laboratory equipment, and motor vehicles;
- understand and effectively carry out verbal and written instructions;
- use independent judgement to make well thought out decisions;
- utilize a computer for data entry, data interpretation, SCADA operation, and on-line calibration monitoring equipment;
- wear a respirator and/or SCBA; and
- work alone on shifts as required.

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.

New 3/25

JV/js/ah

CS5316.DOCX

EEO-SCW

JOB FCTN-TEC

Non-DOT Safety and Security-N

CDL-N

RESP-Y

PAY GRADE: 53

IND-7502

SWORN-No

Non-DOT Random-N

DOT-Y

INCREMENTS 73-200