

DEPUTY DIRECTOR – GAS

JOB DESCRIPTION

Classification Responsibilities: The Deputy Director – Gas plans, organizes, and directs the activities of Energy Resource’s gas utility system. The position is responsible for the oversight of all operation, maintenance, and construction activities of the gas utility system and its budget; including, but not limited to: long-range planning; ensuring profitability; setting strategic direction; preparing reports; and maintaining records relating to the Energy Resources Department. The incumbent is responsible for the implementation plan and success of a process improvement and increased productivity program within the Department and directs or conducts special studies related to operations of the Department. The incumbent acts as a representative of the City at professional organization meetings; with other utilities organizations; with representatives of county, state, and federal regulatory agencies; and to local businesses to administer the operations and improvements for the Department. The position performs related management and administrative duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An employee in this class specializes in policy development and planning in the natural gas utility system. Under general direction, the position reports directly to the Energy Resources Department Director through meetings, conferences, and reports regarding problems encountered and overall results achieved. In the absence of the Energy Resources Department Director, the incumbent may serve as the Energy Resources Department Director on a rotating basis, and as needed. This class is FLSA exempt..

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/Public Administration, or related field. Seven (7) years full-time experience in a 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; or pressure regulator stations, gas service lines, gas meters, or SCADA systems. Five (5) years of supervisory responsibility in a utility or related field.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion 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. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Business or Public Administration.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, outside contractors, City elected officials, or others in order to supervise the Energy Resources Department. Produces documents such as policies, methods, and procedures for improving productivity, developing plans/specifications for additions or revisions, and special studies in the Department.

Manual/Physical: Enters data or information into a terminal, personal computer (PC), or other keyboard device in order to prepare or approve specifications for vehicles, services provided, technical equipment, various internal Department reports, and special statistical/data projects. Observes, inspects, or monitors the behavior of employees, subordinates, contracted personnel, etc., to determine compliance with prescribed operating or safety standards such as county, state, and federal guidelines (example: Department of Transportation, Arizona Corporation Commission, Occupational Safety and Health Administration (OSHA), etc.). Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings and conferences and respond to natural gas and electric emergencies.

Mental: Supervises and evaluates the work of subordinate personnel such as prioritizing and assigning work to personnel and reviewing or checking the work products of others to ensure conformance to standards and compliance with policies, procedures, and guidelines set forth by the Department, as well as the regulatory agencies. Analyzes data such as applicable federal, state, and local codes as they relate to the Department, in order to make recommendations in a written report format to management.

Knowledge and Abilities:

Knowledge of:

principles and practices of natural gas distribution, and utility construction methods;
materials, practices, and equipment used in operations, construction, maintenance, repair, and corrosion control of a gas distribution system;
federal, state, and local guidelines which relate to the operation and maintenance of the gas distribution system;
design principles and the equipment, materials, procedures, and regulations associated with the operation of a natural gas system;
public administration research methods and techniques, forecasting, and general budgeting principles and practices;
public administration methods of report presentation;
municipal government organization and the services normally provided; and
modern supervisory, evaluation, and training practices and methods.

Ability to:

assign work projects to employees, based on their area(s) of expertise, in order to optimize the use of available staff and equipment throughout the Department;
prioritize work assignments based on the severity of the problem, potential danger to the public, potential loss to the City, and other pertinent factors, and adjust work schedules to meet emergency conditions;

supervise subordinate employees, including participation in hiring, firing, instituting disciplinary actions, conducting performance evaluations, and reviewing work of subordinate staff for accuracy and completeness for Departmental personnel;
devise and analyze recommendations concerning policies, methods, and procedures for improving productivity;
deal effectively with contractors, utility customers, City officials, industry representatives, and the general public;
develop plans and specifications for additions or revisions to a gas distribution system;
present written and oral technical, management reports addressing short- and long-range planning;
apply general budgeting principles and practices in order to prepare and monitor an operating and maintenance budget for the Department;
identify and resolve operational and personnel problems;
make sound administrative analyses relating to policy and management problems;
review projects in order to ensure conformance with plans and specifications;
conduct ongoing and special studies, or consider those prepared by subordinate staff, relating to the Department, in order to ensure that optimum service, increased productivity, and/or a continuous improvement process is effectively maintained;
stay current on and make appropriate policy recommendations concerning area of specialty and/or industry activities and legal issues; and
establish and maintain effective working relationships with department managers, Department directors, contractors, 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.

Revised 8/24

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JOB FCTN-ADM

INCREMENTS 42-200

PAY RANGE: 65

IND-9410

SWORN-No