

MAJOR FUNCTION

This is skilled work supervising gas utility employees in the construction and maintenance of the City's natural gas utility system. Employees are responsible for coordinating and supervising maintenance crews and managing budget, equipment and other appropriated resources. All work is performed under technical direction, but employees are expected to make day-to-day decisions to meet productivity goals and supervise work assigned with a minimum of direction. Work is performed under the general supervision of a Gas Utility Operations Manager and the work is reviewed through observations, inspections and obtained results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, schedules and coordinates work activities for work crews engaged in the various activities associated with the construction, operations and maintenance of the gas utility. This includes overseeing: construction activities to ensure they are performed in accordance with the design requirements and timelines; operations and maintenance activities to ensure the safe, reliable operations of the gas utility; response to emergency situations such as gas leaks or damage to the gas utility system; and responding to customer requests. Supervises environmental cleanup projects. Interacts with customers to resolve issues and address concerns. Determines requirements for materials, equipment and personnel, and ensures an adequate flow of materials to construction sites for timely work completion. Ensures adequate transportation and equipment for all assigned personnel. Pulls permits, as applicable. Plans for coordination of work phases with multiple utilities, when necessary. Investigates improved work methods and materials and recommends changes to increase work productivity. Conducts meetings with crews for briefings, training, etc. Plans for and oversees the acquisition, maintenance and/or repair of major equipment used in supervised activities. Directs site preparations, as appropriate. Ensures all work activities are performed in accordance with applicable regulatory requirements including, but not limited to, Florida Public Service Commission requirements. Through subordinates, monitors individual construction projects and personally visits sites to monitor progress and output, as needed, for compliance with applicable Federal, State, industry, and E&G rules, regulations, and quality standards. Ensure that all applicable records, blueprints, sketches, change orders and other required documentation are created and preserved for future reference. Responds to and investigates citizen concerns related to applicable construction activities, making referrals to other areas, as is appropriate. Monitors expenditures and prepares estimates for proposed projects and for annual capital budget preparation purposes. Oversees the work of contract workers. Recommends corrective action to resolve technical and personnel problems. Recommends the hiring, advancement, transfer, grievance resolution, discipline and dismissal of assigned employees. Completes performance planning and evaluation forms and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Interacts with public, vendors, departmental personnel and city administrative staff. Prepares periodic reports as required. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of gas utility construction, operation and maintenance. Thorough knowledge of the applicable regulatory and safety requirements including, but not limited to , Florida Public Service Commission rules. Considerable knowledge of the construction methods, operations, and equipment utilized in gas utility systems. Considerable

GAS OPERATIONS SUPERVISOR

knowledge of the standards, practices, methods, materials, tools, and machines used for construction and maintenance activities by the various trades. Considerable knowledge of the operation of trucks, winches, derricks, trenchers, backhoes and other equipment and tools used in this work. Considerable knowledge of the City's gas system, apparatus and devices. Ability to instruct others in the use of tools, and the occupational hazards of the work. Ability to control emergency situations and work extended hours during storms or other conditions. Ability to keep records and prepare reports as required. Good physical condition. Ability to read blueprints and drawings. Ability to establish and maintain relationships conducive to successful and effective job performance. Skilled in the use of all tools and equipment of the trade. Skilled in the use of computers and related programs and applications essential to successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and five years of experience that includes the construction, operations or maintenance of natural gas system including mains, taps, meters or valves.

Necessary Special Requirements

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification are subject to being deployed for mutual aid assignments out of town. These mutual aid assignments will require travel, extended work days and working 16 hours per day during deployment.

Employees in this classification are required to have and to maintain a valid CDL driver's license in order to have continued employment. This includes a requirement that the employee register with the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse.

Established: 4-11-20