



Gas/Utility Protection Superintendent Utilities

UD-GUP/1

JOB SUMMARY

This position is responsible for supervising the city's natural gas department and utility protection functions.

MAJOR DUTIES

- "Ensures that all regulatory compliance requirements of the city's natural gas system and utility protection department are completed promptly and correctly!"
- Directs/Performs all utility locates for city owned utilities and ensures that locates are answered appropriately.
- Performs all Operator Qualification training and testing in accordance with the manufacturer's instructions.
- Ensures all employees performing tasks on the city's gas system remain qualified.
- Oversees and assists in responding to gas leaks and carbon monoxide calls.
- Requests, assigns and completes locate requests for gas, water, electric, sewer and storm drain utilities.
- Trains, assigns, directs, supervises and evaluates the work of personnel.
- Implements, tests and evaluates emergency plans.
- Investigates third-party damage to city-owned utilities.
- Oversees the operation and maintenance of the gas system.
- Implements a public awareness and damage prevention program.
- Completes monthly leak and odorization reports; completes other reports as required.
- Assists with water and electrical system repairs as needed.
- Monitors and supervises job sites to ensure employee and public safety.
- Installs new mains and services.
- Maintains inventory of parts and supplies.
- Replaces or repairs meters and regulators.
- Reads electric, gas, and water meters.
- Directs and performs functions on service truck operator. (Fills in when needed)
- Operates backhoe, trencher, trucks, radios, and hand tools.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures, including personnel policies and procedures.
- Knowledge of city geography, including street and utilities locations.
- Knowledge of safety policies and procedures pertaining to the repair and maintenance of gas distribution lines, mains, and related services.
- Knowledge of gas line locations.
- Knowledge of the methods and practices of constructing, installing, maintaining, and repairing a natural gas distribution system.
- Skill in the construction, installation, maintenance, and repair of natural gas distribution lines, mains, and related components.
- Skill in the use of tools such as concrete saws, jackhammers, tampers, boring tools, pipe locators, pipe cutters, welding equipment, and various hand tools
- Skill in operating a backhoe, trencher, and front-end loader.

- Skill in oral and written communication

SUPERVISORY CONTROLS

The Utilities Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include city and department rules and regulations, policies and procedures, relevant federal and state laws, safety regulations, and traffic laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in managing the repair and maintenance of a natural gas distribution system. The necessity of maintaining safe working conditions contributes to the complexity of the work.
- The purpose of this position is to oversee the department's natural gas distribution system service, repair, and maintenance operations. Successful performance helps ensure the efficient and effective provision of gas services to the citizens of West Point.

CONTACTS

- Contacts are typically with department personnel, other city employees, state and local officials, contractors, vendors, and the general public.
- Contacts are typically to give or exchange information, provide services, and motivate personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors at work sites. The employee may be exposed to hazardous conditions, including live gas lines and mains, inclement weather, and machinery with moving parts. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Utility Service Worker (1) and Field Customer Representative (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.