

**CITY OF THOMSON, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE:	NATURAL GAS OPERATIONS DIRECTOR	DEPT. CODE:
DEPARTMENT:	GAS	DATE: 07/2021
REPORTS TO:	CITY ADMINISTRATOR	

JOB SUMMARY:

This position is responsible for managing the construction, maintenance and repair of the City's natural gas utility.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Supervises all employees of the gas department; sets work schedule for departmental personnel; enforces departmental dress code, maintains discipline and order within the department; supervises Assistant Director to insure assignments are performed according to departmental procedures.
- Carries out supervisory responsibility in accordance with City policies, procedures, and applicable laws including: hiring and training in job skills; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Plans, instructs and trains all employees in work procedures; interviews and conducts performance evaluations for employees; approves all training programs.
- Serves as the City's liaison with consulting engineers, contractors, developers, other utility systems and governmental agencies in the planning and construction of new service lines.
- Reviews construction and maintenance projects.
- Plans, supervises and inspects the progress and completion of all utility service projects by department staff.
- Serves as coordinator of new service line expansions by reviewing development plans to ensure compliance of contractors' work to the City's development regulations and to applicable construction codes.
- Works with state and federal government agencies regarding construction and safety standards for the City's pipeline system.
- Procures necessary supplies and equipment for the department.
- Advises and recommends policy to the City Council in matters relating to utility administration and operations.
- Implements approved departmental budget and monitors expenditures on a regular basis.
- Handles citizen inquiries and customer complaints regarding service needs and problems.
- Trains department employees in gas pipeline construction and maintenance work.
- Makes final decisions regarding construction changes from project blueprints.
- Maintains various departmental records such as program activity, personnel records, inventory, etc.; conducts studies and prepares reports evaluating program effectiveness and/or assessing current services for strategic planning.
- Supervises meter reading functions.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of the procedures, equipment and tools used in the construction, maintenance and repair of natural gas lines.
- Thorough knowledge of national and state building and construction code standards as they apply to gas utility systems.
- Ability to interpret survey plats and engineering design plans on utility line construction projects.
- Ability to assess natural gas line, meter and regulation station problems and identify corrective measures for repair.
- Ability to effectively coordinate, train and supervise subordinate personnel.
- Ability to establish and maintain effective working relationships with subordinate employees, other City staff and the general public.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

SCOPE AND EFFECT: The purpose of this assignment is to operate, expand and maintain the City's natural gas system in a professional manner that assures the continuous flow of natural gas to the customer in a safe and timely manner. Errors may result in harm to self/others or delays in the provision of natural gas customers, environmental or health hazards. The work of this position consists of related duties in managing the operations and personnel of the department. The potential danger of the repair and maintenance of current lines, as well as the expansion of mains and services make this work difficult.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The work involves sitting at a desk, walking, standing, bending, crouching and stooping as well as driving. The work is generally performed in an office, also in very noisy places, where there is exposure to dirt, grease, and dust, machinery and its moving parts, smoke, fumes, irritating chemicals or toxic conditions, the outdoors in all weather conditions, and some sharp tools. Employee will be required to be available 24 hours a day to manage problems.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Supervises all department personnel.

MINIMUM QUALIFICATIONS REQUIRED:

- High School diploma or GED; baccalaureate degree in a course of study related to the occupational field preferred.
- More than two years of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

file: Operations Director - Gas

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.