

**MAJOR FUNCTION**

This is highly responsible technical, supervisory and administrative work that provides supervision and engineering support for the engineering, compliance and business development section of the Gas Utility. An incumbent is a subject matter expert in the assigned area and is responsible for supervising highly technical engineering, operational or administrative work such as complex design engineering, safety engineering services, business development, complex engineering studies and analysis, training support, project management, quality assurance, regulatory compliance, budgeting, and purchasing for the gas utility facilities or systems. Incumbents work with extensive independence under the general direction of an Assistant General Manager – Gas Operations. The work is reviewed through observations, conferences, reports, and by results obtained.

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

Responsible for the day-to-day operations of Gas Operations engineering, compliance and business development team. Coordinates new service needs with customers/developers. Develops detailed engineering design for use by Gas Operations and contractors for construction of new facilities and coordinates the construction activities. Serves as the in-house expert and point of contact for natural gas regulatory and enforcement matters with local, state, and federal agencies to ensure that all components of certification, regulatory, consent and administrative orders are met. Reviews and analyzes regulations and legal requirements that have the potential to affect the Gas Utility operations and advises management of conflicts or changes needed to ensure compliance. Reviews local, state and federal codes and regulations concerning natural gas that may potentially affect the utility or its customers. Develops written comments to proposed regulations affecting natural gas operations to reflect the City's opposition or endorsement and makes suggestions for modification. Communicates new regulations and regulation changes to Gas Utility staff and ensures their full understanding of the regulations. Identifies training requirements, oversees and administers the Gas Utility's Operator Qualification, Public Awareness, Damage Prevention, Distribution Integrity Management, and other compliance programs and makes arrangements to ensure affected staff's acquisition and retention of mandated training or certification. Ensures compliance of the Gas Utility's operations with environmental and safety guidelines mandated by Federal and State rules and regulations. Develops new business activities with developers, new customers and contractors. Oversees and manages the applicable Gas Utility rebate program. Plans, schedules, assigns, and trains subordinate personnel. Ensures work is done in a professional, competent and safe manner. Assists in the overall planning, design, construction, operation, and maintenance of the City's Gas Utility facilities. Develops budget, scope of work documents, and performs project engineer or manager duties on various projects and programs. Reviews specifications and plans, evaluates vendor proposals, and provides recommendations for purchases. Prepares and reviews technical, economical, and other reports. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Requires the use and exercise of independent judgment. Assists in preparation of the Division's budget. Performs various administrative activities and functions. Ensures compliance with applicable safety, reliability, and environmental standards. Acts as the subject matter expert with respect to applicable Federal, State, and local regulations and standards. Performs related work as required.

**Other Important Duties**

Participates in coordination activities, joint studies, and contract negotiations with other utilities. May act in the absence of the Assistant General Manager-Gas. Performs related work as required.

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## **GAS UTILITY ENGINEERING MANAGER**

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### **DESIRABLE QUALIFICATIONS**

#### Knowledge, Abilities and Skills

Thorough knowledge of the modern practices, methods, techniques and equipment used in activities associated with the engineering, operations, maintenance and compliance activities of a gas utility. Thorough knowledge of modern business development and marketing practices. Thorough knowledge of the use and care of equipment and systems associated with the respective technical area. Thorough knowledge of the City's gas system. Thorough knowledge of budgeting and cost accounting principles. Ability to take field notes and use them in drawing plans and specifications. Ability to plan projects and use them in drawing plan specifications. Ability to supervise and direct subordinate technical and operational personnel. Ability to read, understand and apply applicable City policies, procedures, rules and work processes. Ability to read, understand and apply applicable regulatory requirements (safety, environmental, reliability). Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to manage complex projects and assignments for prolonged periods of time. Ability to manage change. Ability to maintain records and coordinate and/or supervise subordinates or assigned contractors. Ability to comprehend, and the leadership to seek resolution of, complicated problems and to issue highly technical written and oral instructions. Ability to maintain effective working relationships with fellow employees, contractors and the public. Ability to communicate clearly and concisely orally and in writing. Ability to safely work extended hours during storm and other emergency situations. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

#### Minimum Training and Experience

Possession of a bachelor's degree in mechanical or civil engineering, geology, or a related field and five years of professional experience in gas utility engineering, operations or regulatory compliance, or an equivalent combination of training and experience. Two years of the experience must include supervisory experience.

#### 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.

Possession of a valid Class E State driver's license at time of appointment.

Established: 4-11-20