



## JOB DESCRIPTION

### Gas Systems Superintendent

Date Prepared: March 2014

Class Code: 8210

**SUMMARY:** Under general supervision, performs semi-skilled work associated with the operation, maintenance, and construction of the City's gas distribution system; supervises associated office and field work.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans and oversees maintenance, repairs, and construction activities performed by employees and contractors.
- Directs, trains, instructs, and guides other employees in all aspects of pipeline construction work.
- Inspects work of employees and contractors to ensure work is completed properly, safely and within compliance; inspects all excavations to ensure compliance with regulations and safety procedures.
- Operates, maintains and repairs the City's gas distribution system; provides technical expertise related to gas systems.
- Develops and recommends department policies and procedures.
- Generates work orders for maintenance and compliance work.
- Monitors inventory and supply levels; conducts periodic inventory audits; places orders as needed.
- Monitors work sites for compliance with safety guidelines; enforces Cal/OSHA and other safety regulations.
- Facilitates training to City staff assigned as "first responders" including fire, police, and other City personnel.
- Supervises assigned staff; prepares work schedules, assigns and reviews work; provides training.
- Markets the gas system and conducts outreach and public awareness meetings.
- Maintains department records; prepares written reports utilizing spreadsheets and word processing programs; completes related paperwork, forms, and documentation.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### **Education, Training and Experience Guidelines:**

Bachelor's degree in business AND five years experience in natural gas operations with two years of construction and project management experience.

**Knowledge of:**

- Budget development and management methods and techniques.
- City policies and procedures.
- City's gas department infrastructure.
- Customer service and public relations methods and practices.
- Department of transportation rules, regulations, and requirements.
- Emergency response and first-responder procedures and other safety, environmental compliance rules, requirements, and regulations including Cal-OSHA and Pipeline Hazardous Materials Safety Administration.
- Installation, repair, and maintenance on pipeline facilities including working with pilot loaded regulators and regulator stations.
- Record keeping and file maintenance principles and procedures.

**Skill in:**

- Collecting and analyzing data, and making appropriate recommendations.
- Communicating effectively verbally and in writing.
- Establishing and maintaining cooperative working relationships with others.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Managing projects.
- Operating a personal computer utilizing standard and specialized software.
- Operating a variety of equipment and tools used in the repair and maintenance of pressurized gas pipelines.
- Organizing, planning, coordinating, delegating, and controlling the activities others.
- Working effectively with others to develop solutions for problems.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License and Energy World Net Operators Qualification (OQ) and Plastic Fusion certification required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in internal and external environments throughout the City, with possibility of exposure to hazardous materials.