

MAJOR FUNCTION

This is responsible professional, administrative, and supervisory, engineering and technical work directing the resources and activities of the Gas Operations and Business Development Division of the Underground Utilities Department. Work involves the application of comprehensive technical knowledge of natural gas transmission, distribution, short and long-term planning, forecasting, design, construction, contract management and operations of the natural gas infrastructure, facilities, and projects. Duties include planning the design, construction, and inspection of proposed natural gas facilities, and coordinating the activities of the division with those of contractors, regulatory agencies, other departments and citizens. The incumbent receives administrative direction from the General Manager–Underground Utilities, however, the employee is expected to exercise considerable independent judgment. The work is reviewed through observation conferences and written reports for results obtained.

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

Manages, directs and coordinates the activities of the gas engineering staff, consultants, developers and other technical firms, as it relates to planning, design, and construction of natural gas projects, programs and conducting related studies. Reviews and approves actions to preserve the maximum efficiency of the gas distribution system in accordance with the Federal and State statutes and agency rules, regulations, policies and procedures applicable to the regulation and compliance enforcement of natural gas industry. Manages the design and implementation of gas sales and marketing programs. Directs, plans, organizes, and manages staff and resources to assure regulatory compliance with the Department of Transportation's Federal Regulations and the Florida Public Service Commission's State requirements regarding natural gas installation and operation. Develops, recommends, and implements policies and procedures to ensure the City of Tallahassee's compliance with state and federal regulations concerning natural gas operations. Acts as liaison for the annual Florida Public Service Commission audits. Coordinates the development, implementation and monitoring of the Division's annual operating and capital improvement budgets with the Administrative Services Division and presents the budgets during intra-department management budget hearings. Coordinates the development and design of the gas utility facilities needed to meet the foreseeable demands. Coordinates and reviews all analytical studies related to ten year forecasting, system planning, expansion and upgrade projects to accommodate future growth, as addressed in the department's Strategic Marketing Plan. Confers with officials and other representatives of governmental agencies, engineering firms and contractors on problems relating to projects being proposed or projects in progress. Coordinates the activities between the department and the Fuels Procurement Office to ensure sufficient gas supply during peak demand hours. Directs activities and personnel responsible for cathodic protection of steel pipelines, personnel responsible for atmospheric corrosion surveying, and personnel responsible for leak surveying of all natural gas pipelines, as mandated by the federal government and State Department of Transportation and the Florida Public Service Commission. Directs activities and personnel responsible for water and gas valve surveying and maintenance, and Gas internal construction crew personnel responsible for minor installations, infrastructure repair, and maintenance, as mandated by Federal and State agencies. Directs, maintains, and enforces the Division's Federal Department of Transportation mandated Operator Qualification, Distribution Integrity Management, and Public Awareness Programs for natural gas. Directs the development, implementation, and documentation of employee training programs, Gas Operation and Maintenance Procedures Manual, and other required gas construction information. Conducts performance evaluations and recommends approval or denial of merit increases. Recommends the hiring, transfer, promotion, grievance adjustment, discipline, and dismissal of employees. Performs related work as required.

Other Important Duties

Directs and coordinates the acquisition of applicable permits for scheduled projects. Oversees and evaluates various load management technologies. Monitors and analyzes information and reports, to determine necessary modifications to rate schedules; and its impact on the overall growth and profitability of the gas utility. Resolves issues and complaints raised by consumers, citizen groups and the general public; represents City at routine and special citizen and community meetings. Prepares City Commission agenda items. Attends meetings and makes presentations to the City Commission, community groups, and other public officials. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the principles and practices and related safety codes of natural gas engineering, as applied to the development, construction and operation of a gas distribution system. Considerable knowledge of computers and computer software and their application to problem solving in the area of gas distribution and scheduling. Ability to effectively plan and implement projects and prepare related designs, estimates and specifications. Thorough knowledge of capital/operating expenditure accounting and budgetary cost controls, rate of return analysis and rate design. Ability to make comprehensive recommendations for the solution of engineering problems. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to communicate clearly and concisely, orally and in writing. Ability to plan, organize, direct and train subordinate employees in a manner conducive to full performance and high morale. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a Bachelor's Degree in gas/petroleum, civil, chemical or mechanical engineering and five years of professional experience that includes natural gas transmission and distribution work, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license.

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