

MAJOR FUNCTION

This is highly responsible technical, supervisory and administrative work that provides supervision for operational and maintenance support for the City's Gas Utility. An incumbent is a subject matter expert in the areas of gas utility operations and maintenance and is responsible for supervising highly technical operational or administrative work such as operations and maintenance, field operations, training support, project management, quality assurance, regulatory compliance, budgeting, and purchasing of 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 Utility field service crews. Oversees the planning and scheduling of all construction, maintenance, and measurement activities associated with the City's gas utility system. Coordinates construction and design standards with engineering. Develops and implements response and recovery plans during storm events. Ensures compliance with applicable Florida Public Service Commission regulations. Through supervisors, monitors individual construction projects and personally visits sites to monitor progress and output, as needed, for compliance with applicable industry and Electric & Gas standards. Ensure that all applicable records, blueprints, sketches, change orders and other required documentation are created and preserved for future reference. Responds to and investigates citizen concerns related to applicable construction activities, making referrals to other areas, as is appropriate. 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.

GAS UTILITY OPERATIONS MANAGER

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the modern practices, methods, techniques and equipment used in the operations and maintenance of a modern gas utility distribution system. Thorough knowledge of the use and care of equipment and systems associated with a gas distribution utility including piping, valving, and regulators. 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 engineering, or a related field and five years of professional experience that includes the planning, design, operation, and maintenance of gas utility facilities; or possession of a high school diploma and nine years of professional experience that includes the planning, design, operation and maintenance of gas utility facilities. 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