

City of Lake City, FL

Classification Description

Classification Title: NATURAL GAS SUPERVISOR
Department: NATURAL GAS

Pay Grade: 13
FLSA Status: Exempt

General Description

This position requires difficult, skilled supervisory work requiring judgment in the operations of the Natural Gas Department. Work is performed under the general Supervision of the Natural Gas Superintendent.

Nature of Work

Essential Functions:

- Under the Supervision of the Natural Gas Superintendent, supervises and coordinates all aspects of safety and skills training necessary for the entire gas department.
- Plans, assigns, and supervises the work of the subordinate employees engaged in the installation of measurement and regulation equipment.
- Performs field inspections and reviews blue prints.
- Supervises the installation of new services, customer piping, and appliances and conversion of gas equipment in accordance with the Standard Gas Code requirements.
- Requisitions for needed materials, equipment and supplies.
- Markets gas usage with developers and builders.
- Responds to calls pertaining to gas emergencies.
- Must be able to respond to emergency after hours callout.
- Assist superintendent with responsibilities for assigned regulatory assignments.
- Assist superintendent with planning and organizing gas training programs.
- Assist the superintendent with customer complaints, and reviewing tap applications
- Under the supervision of the superintendent assigns activities for crews on daily/weekly basis.
- Supervisory responsibilities include carrying out City policies and procedures as defined in the employee handbook. Under the supervision of the superintendent appraising performance, disciplining employees as necessary, addressing complaints, and problem resolution.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications.
- Supervisory responsibilities include carrying out City policies and procedures as defined in the

employee handbook. Under the supervision of the director appraising performance, disciplining employees as necessary, addressing complaints, and problem resolution.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for word processing and/or accounting purposes. Uses heavy construction equipment. Uses or supervises employees using heavy or complex machinery, such as backhoes and trenches etc.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of use and operation of instruments used in gas service work;
- Must maintain minimum operator qualifications of a Natural Gas Technician III.
- Knowledge of minimum requirements and codes by Federal Department of Transportation and Florida Public Service Commission
- Knowledge of natural gas distribution systems, location and size of valves, meters and regulators;
- Knowledge of the occupational hazards and safety precautions of the work;
- Knowledge of approved methods, materials and tools used in gas piping, installation and maintenance work;
- Knowledge of methods of determining necessary pipe size to supply any number of appliances on customer's premises whether it is residential, commercial, or industrial in nature;
- Ability to plan and supervise the work of others in a manner conducive to full performance;
- Ability to read and interpret blueprints, diagrams, sketches and construction plans; to keep records and prepare reports; and
- Ability to drive and operate gas department vehicles and equipment.

Minimum Qualifications: Must be a High school graduate or possession of an acceptable equivalency diploma (GED), five (5) years in a gas utility or Natural Gas Distribution system. Must have two (2) years of supervisory experience. A valid State Commercial Driver's License "B" within six (6) months of hire. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Moderate (14 to 44 pounds) lifting and carrying
- Walking
- Standing
- Kneeling

- Bending
- Stooping
- Pulling
- Driving
- Smelling

Environmental Conditions:

- Works inside and outside in various types of weather
- Works with fumes, smoke, gases, grease, flames, electricity
- May work with hazardous surfaces, odors
- May work in water
- Works below ground level where trench box may be used/confined spaces.
- **Works in roadways where vehicle traffic hazards exists and often utilities are placed.**
- Because of the presence of congruent utilities (i.e. sewer) the exposure to raw sewage is possible, a series of Hepatitis shots must be completed
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SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date