

City of Lake City, FL

Classification Description

Classification Title: DIRECTOR OF NATURAL GAS UTILITY
Department: NATURAL GAS

Pay Grade: 19
FLSA Status: Exempt

General Description

This position manages the day to day operations of the Natural Gas Department. This position over-see all governmental policies and procedures to maintain compliance with Florida Public Service Commission and Federal Department of Transportation. This position reports to the Executive Director of Utilities.

Nature of Work

Essential Functions:

- Manages the day-to-day operations of the Natural Gas Department.
- Prepares, reviews and approves plans for the expansion of the gas distribution system.
- Develops and maintains incentive strategies for the Department.
- Prepares preliminary annual budget for the department including all income and expenditures.
- Prepares estimates of future growth of all customer classes together with gas volume requirements and sales revenue with necessary rate changes.
- Prepares natural gas nominations and curtailment.
- Performs construction inspections and planning reviews for permitting.
- Prepares administrative and technical reports.
- Prepares information for webpage update.
- Prepares and implements the City's Natural Gas Marketing and rebate programs.
- Insures system is in compliance with State Public Service Commission and federal D.O.T. regulations. Ensures compliance with all applicable operational related regulations, codes and standards, and related reporting requirements.
- Oversees the interpretation of and impact evaluation on upcoming changes or new state and federal natural gas pipeline safety and reporting regulations, and development and management of compliance-based programs.
- Provide support and guidance to operational areas to prepare them for state and federal regulatory audits and inspections as required and conducts internal audits and quality reviews.

DIRECTOR OF NATURAL GAS UTILITY

(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 construction equipment (backhoes, trenchers 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 the engineering principles and practices utilized in the expansion, maintenance and operation of a natural gas distribution service;
- Knowledge of the principles, practices and procedures as relating to gas distribution systems;
- Ability to evaluate plans and designs of physical facilities relating to gas distribution systems;
- Ability to plan, coordinate and direct the work of all personnel employed in the operation and maintenance of a gas distribution system;
- Ability to establish and maintain good employee, public and customer relations;
- Ability to gather information and make reports; and
- Ability to communicate effectively orally and in writing.

Minimum Qualifications: A Bachelor's Degree in Management, Engineering, Business or other related discipline highly preferred. Two years of managerial experience in the selected field may be substituted for each year of education. Five (5) years of progressively responsible experience in natural gas distribution with three (3) years supervisory experience. A comparable amount of training, education or experience can be substituted for the minimum qualification. Must complete all necessary Operator Qualifications for all levels.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to lift over 20 pounds
- Color and depth perception

Environmental Conditions:

- Works inside and outside in various types of weather
- Works with fumes, smoke, gases, grease, flames and electricity
- May work with hazardous surface and odor
- May work in water
- Works below ground level where trench box may be used/confined space
- Because of the presence of congruent utilities (i.e. sewer) the exposure to raw sewage is possible, a series of Hepatitis shots may be completed

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: _____

Date: _____

Signature: _____