

Job: Gas Superintendent
Department: Gas
Pay Rate: Grade 20
Hours: Day Hours (occasional overtime)



JOB SUMMARY

This is a supervisory position utilizing assigned personnel to budget, plan, implement, and maintain natural gas supply and distribution for the City. Incumbent works under general supervision of the Mayor.

ESSENTIAL FUNCTIONS

- Supervise assigned personnel to include job assignment , safety supervision , inspection of work performed, and vehicle /equipment use and maintenance.
- Receive and issue assignments in both oral and written form to include rough sketches and blueprints.
- Perform assigned personnel evaluations.
- Implement new construction techniques and procedures in an ever changing natural gas supply and distribution industry.
- Plan, direct, and control natural disaster emergency response operations as determined by written policies , laws, codes, and regulations.
- Plan, develop, implement, and maintain Departmental budget.
- Consult with the Mayor concerning plans and policies of natural gas supply operations.
- Administer Departmental activities and develop internal policies and controls.
- Coordinate emergency operations with other department heads and assisting agencies.
- Develop and/or implement new jobs, projects, or functions.
- Professionally interact with and monitor contractors as required.
- Maintain effective working relationships with gas suppliers and distributors to ensure reliable and competitive natural gas availability for municipal customers.
- Perform routine labor and work non-standard hours as required.
- Present and maintain the highest ethical standards.
- Perform other job related tasks and duties as assigned by the Mayor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the principles, practices, methods, and equipment employed in modern natural gas distribution, construction and supply.
- Extensive knowledge of Federal, State, City, and Departmental laws, regulations , policies, and procedures regarding natural gas distribution, construction, and supply .
- Extensive knowledge of the governmental systems of departmental budgeting, and the ability to develop, submit, and maintain an annual budget for natural gas operations.
- Extensive knowledge of the geography of the Alexander City area and its natural gas supply jurisdiction as well alternative distribution routes.
- Ability to manage Departmental activities and develop Departmental goals and plans.
- Ability to understand, follow, and issue instructions that include rough sketches and blueprints.
- Ability to plan, organize, assign, direct, and evaluate the work of subordinates.

- Ability to analyze and evaluate situations under extreme duress and direct effective courses of action.
- Ability to promote effective public relations with regard to natural gas distribution and safety.
- Ability to manage personnel; maintain discipline; accept lines of authority; promote harmony; and cooperate with other officials.
- Ability to effectively represent Alexander City in the role of Superintendent of the Gas Department.

QUALIFICATIONS

Be a graduate from a two-year institution with a related technical associates degree and minimum of three (3) years of experience working with a natural gas distribution system in a supervisory role (or combination thereof). Hold or be able to obtain a State of Alabama Certified Master Plumber /Gas Fitter Certificate of Competency and CPR certification. Possess a valid Alabama driver's license, Commercial Driver License (CDL) of the appropriate class, and a driving record suitable for insurability. Willing to travel overnight to attend continuing education courses and workshops as required. Be physically able to perform the essential functions of the position. Willing to work non-standard hours as required.

POSTING DATES: 9/10/2018 – 9/17/2018

City Employees interested in this position should contact Kathy Railey at 256-329-6782. Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. Applicants must meet all requirements. External applicants may come to City Hall to obtain an application.

City of Alexander City is an Equal Opportunity Employer