

PERSONNEL COMMITTEE

11-0201R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATION FOR THE CIVIL SERVICE CLASSIFICATION OF CHIEF GAS CONTROLLER.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of chief gas controller, which were approved by the civil service board on November 3, 2010, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its supervisory unit employees and compensated at Pay Ranges 1080-1090.

Approved for presentation to council:



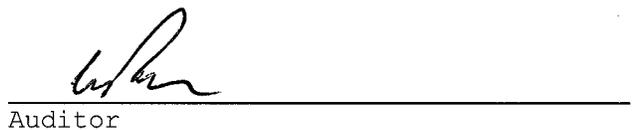
Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR TS:ao 4/14/2011

STATEMENT OF PURPOSE: The job description was updated to reflect current duties of the classification. The pay rate negotiated for this classification is Pay Ranges 1080-1090, pay rate of \$4,771 to \$6,107 per month. This is a change from Pay Range 1075, pay rate of \$4,651 to \$5,651 per month.

CHIEF GAS CONTROLLER

PURPOSE:

Coordinate the flow of natural gas throughout the City's distribution system in a safe, efficient manner and direct assigned employees in the completion of their responsibilities.

FUNCTIONAL AREAS:

1. Coordinate the flow of natural gas throughout the City's distribution system in a safe, efficient manner.
 - * A. Control the maximum daily volume of available gas while maintaining volume and pressure of gas required for consumers' demands.
 - * B. Suspend the supply of gas to interruptible customers when load demand exceeds contracted supplies or to maintain adequate system pressure.
 - * C. Develop SCADA system parameters and set points, and Mmonitor SCADA system to determine gas pressure, volume, and consumption and record instrument readings in the log.
 - * D. Review correlating data such as gas quality, pressure, and temperature with variables affecting consumer demand, such as weather conditions and time of day to forecast load adjustment.
 - * E. Develop load curves based on time and weather factors, using a regression analysis technique.
 - * F. Maintain appropriate gas pressure and volume in the pipeline system.
 - * ~~G. Develop gas cost estimates and purchase gas adjustments (PGA).~~
 - * ~~H. Calculate transportation tariffs and imbalance changes~~
 - * ~~I. Negotiate and recommend terms of gas purchasing contracts, and ensure the enforcement of the provisions within those agreements.~~
 - * G. Calculate total gas consumption of large-volume customers.
 - * H. Verify the accuracy of gas charges and gas supplied by suppliers.
 - * I. Furnish the customer billing office with temperature, pressure, and supercompressibility factors for the purpose of correcting the customer's bill.
 - * J. Maintain accurate records of daily flows and gas odorization through each border station.
 - * K. Furnish information to Operations Manager, Gas and Water Supply to help with purchasing decisions from gas suppliers.
 - * L. Supervise and perform the odorization of gas.
 - * M. Purchase gas odorant as needed.

- ~~2. Direct assigned employees in the completion of their responsibilities.~~
 - * ~~A. Establish priorities, assign work to personnel, and monitor completion of work.~~
 - * ~~B. Establish work standards and complete employee evaluations.~~
 - * ~~C. Effectively recommend the hiring, transfer, suspension, or discharge of subordinate personnel.~~
 - * ~~D. Make spot checks to insure compliance with proper methods, guidelines, and procedures.~~
 - * ~~E. Train personnel in correct and safe operating procedures.~~
 - * ~~F. Effectively recommend adjustments or other actions in employee grievances.~~
 - * ~~G. Maintain a work schedule for employees to insure 24-hour coverage 7 days a week during winter months.~~

- ~~* H. Delegate authority and responsibilities to others as needed.~~
- ~~* I. Disseminate instructions to employees through bulletins and other communications.~~

2. Supervise assigned staff

- * A. Prioritize, assign and direct work and projects.
- * B. Coordinate work schedules and approve or reject leave requests.
- * C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
- * D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
- E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
- * F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
- * G. Effectively recommend adjustments or other actions in employee grievances.
- * H. Delegate authority and responsibilities to others as needed.
- * I. Disseminate instructions and information to employees through oral and written communications.

3. Administer pipeline contracts and tariffs.

- * A. Perform daily forecasting, nominating and balancing on interstate pipelines in order to maximize entitlement and supplies and minimize penalties.
- * B. Perform work through Asset Management Advisory to identify price-arbitrage opportunities to support the City's gas marketing functions.
- * C. Determine least cost use of storage vs. swing gas to avoid pipeline penalties and lower costs.
- * D. Develop highly credible and effective relations with scheduling counterparts and end-use customers.
- * E. Administer transportation and exchange agreements to implement gas sales.
- * F. Research and analyze transportation opportunities in order to minimize costs and/or maximize revenue.

MINIMUM QUALIFICATIONS

JOB REQUIREMENTS

1. Experience and Education Requirements

- ** A. Five (5) years of verifiable experience coordinating the flow of natural gas throughout a distribution system, with at least two (2) years experience in a lead or senior position.

2. Knowledge Requirements

- ** A. Knowledge of gas regulator systems.
- ** B. Knowledge of SCADA systems.
- ** C. Knowledge of gas-odorizing equipment.
- ** D. Knowledge of gas pricing.

- ** E. Knowledge of effective supervisory principles.
- ** F. Knowledge of general safety practices and procedures.
- ** G. Knowledge of calculating gas consumption.
- ** H. Knowledge of gas distribution systems.
- ** I. Extensive knowledge of pipeline contracts and tariffs.

3. Skill Requirements:

- ** A. Skill in evaluating and analyzing operations and procedures related to divisional activities.
- ** B. Skill in supervising others.
- C. Skill in computer applications; Excel proficiency preferred.

4. Ability Requirements

- ** A. Ability to ~~develop~~ establish and maintain positive and effective working relationships with ~~Others, coworkers, customers, and the general public.~~
- ** B. Ability to communicate effectively in both written and oral form.
- ** C. Ability to analyze complex situations and make sound judgments based on the data.
- ** D. Ability to plan, assign, and supervise the work of subordinates.
- ** E. Ability to lead, train, and motivate others.
- ** F. Ability to make mathematical calculations.
- ** G. Ability to maintain and repair SCADA equipment.
- ** H. Ability to calculate telemetered volumes.
- ** I. Ability to make estimates of anticipated gas sales and load requirements.
- ** J. Ability to keep accurate records of hourly gas consumption, pressures, weather data, curtailment status, daily BTU's, and inventory.
- ** K. Ability to obtain a Class D Minnesota Driver's License or privilege.
- ** L. Ability to attend work on a regular basis.
- ~~** M. Ability to transport light loads weighing up to 25 pounds, to and around various worksites. Loads consist of the tools and materials normally used in the work. Loads would typically consist of plans and measurement equipment.~~

Physical Requirements:

- ~~** A. Ability to transport light loads weighing up to 25 pounds, to and around various worksites. Loads consist of the tools and materials normally used in the work. Loads would typically consist of plans and measurement equipment.~~

- * Essential functions of the job.
- ** Job requirements necessary on the first day of employment.

Anlst: KG	Date: 20060911
Union: Supervisory	Pay: 1075
CSB: 20061107	Class: 1816
CC: 20061127	Res: 06-0778R

<u>Anlst:</u>	<u>Class:</u>	<u>Union:</u> Supervisory	<u>Pay:</u>	<u>CSB:</u>
<u>CC:</u>	<u>Res:</u>	<u>EEOC:</u> Skilled Craft	<u>EEOF:</u> Utilities/Transportation	<u>WC:</u>