

## OPERATIONS MANAGER FOR GAS & WATER SUPPLY

### PURPOSE:

To plan, develop and manage the supply systems to provide natural gas and treated water for the City of Duluth.

### FUNCTIONAL AREAS:

1. Plan, organize, supervise and evaluate the purchase, sale and supply of natural gas.
  - \*A. Develop policies and procedures regarding the procurement, sale and distribution of natural gas.
  - \*B. Conduct long- and short-range studies to analyze gas supply requirements and projections.
  - \*C. Develop gas cost estimates.
  - \*D. Negotiate and enforce purchasing contracts with gas suppliers and transportation contracts with gas pipeline companies.
  - \*E. Provide information on gas availability for prospective gas customers and marketing.
  
2. Plan, organize, and supervise the treatment and storage of water to ensure a safe municipal water supply.
  - \*A. Develop policies and procedures for the water division to ensure an adequate, safe water supply for users.
  - \*B. Supervise the work activities of water treatment facilities, pumping stations and reservoirs.
  - \*C. Analyze the water supply system and recommend improvements.
  - \*D. Estimate water usage and investigate water loss.
  - \*E. Collect and analyze data pertinent to water rates and usage.
  - \*F. Assess the vulnerability of the community water system in order to protect against natural and man made threats.
  - \*G. Prepare and regularly update an emergency response plan to address vulnerability and threats to the community water system and to recover from a natural disaster or terrorist attack.
  
4. Supervise employees in both the gas and water sections of the Gas and Water Supply Division.
  - \*A. Coordinate, prioritize, schedule, assign and supervise work loads and projects.
  - B. Recommend the hire, transfer, suspension, discipline and discharge of subordinate employees.
  - C. Provide for the education and training of subordinates in correct and safe operating procedures.

- \*D. Delegate responsibility and authority to subordinate personnel to carry out divisional activities.
- E. Recommend adjustments or other actions in employee grievances.
- F. Evaluate subordinate employees.

5 . Perform other related duties.

- \*A. Prepare and present oral and written reports, contracts and data to local, state and federal regulatory or legislative bodies, as necessary.
- \*B. Develop and monitor the gas and water supply division's operating budgets.
- \*C. Write specifications and order supplies and equipment.
- D. Recommend purchases from the capital equipment budget.
- E. Interpret the objectives and services of the gas and water supply division to the community.
- F. Attend and participate in various meetings, conferences, seminars and hearings, as required.
- \*G. Serve as a technical resource to other City personnel and operations.
- \*H. Monitor and evaluate short term gas sales contracts to commercial customers.
- I. Maintain awareness of current or relevant health/safety regulations and legislation.
- J. Perform related tasks as assigned.

### JOB REQUIREMENTS

#### Experience Requirement

- \*\*A. Four (4) years of verifiable gas, water, or related utility experience, at least two (2) years of which shall have been in a supervisory/managerial capacity.

#### License Requirement

- \*\*A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.

#### Knowledge Requirements

- \*\*A. Knowledge of natural gas utility operations.
- B. Knowledge of water utility operations.
- \*\*C. Knowledge of management, supervisory and personnel practices.
- \*\*D. Knowledge of budgeting methodology and general business administration practices.
- \*\*E. Knowledge of applicable state and federal environmental and pipeline safety regulations and standards.
- F. Knowledge of water treatment operations.
- \*\*G. Knowledge of natural gas supply and transmission contract negotiations.

#### Skill Requirements

- \*\*A. Skill in applying technical engineering principles and practices to the operation of gas and water utilities.
- B. Skill in managing comprehensive gas and water utility work programs.
- \*\*C. Skill in preparing and presenting written and oral reports to individuals and groups.

Ability Requirement

- \*\*A. Ability to establish and maintain effective working relationships with public and private officials, customers, peers and subordinates.
- \*\*B. Ability to exercise good judgement and accept personal responsibility for decisions and actions.
- \*\*C. Ability to sit, walk, climb, balance, stoop, reach, finger and handle.
- \*\*D. Ability to transport oneself to and around various worksites.
- \*\*E. Ability to supervise.
- \*\*F. Ability to interpret safety rules and apply them to work situations.
- \*\*G. 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.
- \*\*H. Ability to attend work on a regular basis.

\*Essential functions of the classification.

\*\*Job requirements necessary on the first day of employment.

Anlst: KG	Date:
Union: Supervisory	Pay: 1115-1130
CSB: 20040601	Class:
CC: 20040614	Res: 04-0386R