



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to assist the Natural Gas Director with overseeing the daily operations of the city-wide Natural Gas System and Appliance Division.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervise the work of personnel involved in the operation, maintenance, repair of the natural gas system.
- Ensure departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; establish safety procedures and conduct safety training with employees; monitor work environment and use of safety equipment.
- Consult with Director to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Oversee general and preventative maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment.
- Prepare or complete various forms, reports, correspondence such as leak surveys, sniff tests reports, odorant usage, excess flow valves, gas leak, pressure recorder charts, service line installation reports, and main condition reports.
- Respond to emergency calls for gas line breaks, and gas leaks; help conduct leak surveys; locates lead and classifies severity of leak; helps repair leaks; and prepares leak reports.
- Performs related work as assigned.

A Minimum Education and Experience Requirements:

Requires High School Diploma or GED; Requires five years of previous experience with gas utility installation/repair, basic pipe fitting, and general maintenance work; or any equivalent; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

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City of Americus, GA

Title: Gas Utility Superintendent
Class Code: 8102



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Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to: bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; extreme noise levels; animals/wildlife; vibration; fumes and/or noxious odors; traffic; moving machinery; electrical shock; heights; exposure to radiation; disease/pathogens; toxic/caustic chemicals; explosives; violence; and exposure to other extreme hazards not listed above.

Special Certifications and Licenses:

None

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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