



## **JOB DESCRIPTION**

**POSITION TITLE:** Gas Foreman (Non-exempt)

**REPORTS TO:** Gas Superintendent

### **JOB SUMMARY:**

Directs, supervises, and coordinates all operations and maintenance related to the gas distribution system, coordinates construction and repair activities by contractors, including coordination with property-owners. Responsible for operations analysis tasks and duties relative to improving the overall efficiency and effectiveness of the gas distribution system; designs meter stations; and performs strategic planning for the gas distribution system. Reviews field operating reports to detect operating problems (example - meter station capacities and cathodic protection voltage); provides technical assistance to gas department personnel; prepares, reviews and monitors safety practices; meets and confers with gas superintendent relative to operating needs and problems; responds to industrial customer's requests. Responsible for One-Call Locate Program operations, including emergency locate orders, and active participation in monthly meetings.

### **MAJOR DUTIES:**

- Manage department to accomplish all of the operational, maintenance, construction and planning activities associated with effectively and efficiently operating a natural gas distribution system.
- Responsible for communication of on-going natural gas activities.
- Assist in economic analysis of effect of regulatory proposals.
- Perform other duties as assigned.

### **KEY MEASURES:**

- Ensure gas department employees and the Utility Commission management are informed and understand activities of the organization.
- Ensure employees accomplish system goals, which includes maintaining compliance with all applicable state and federal regulations.
- Develop and motivate employees to accomplish gas department objectives.
- Ensure proper maintenance of all gas department equipment and facilities. Such efforts include maintaining appropriate working inventory of pipe, valves, fittings, pipeline markers, regulators, meters, etc.

### **PHYSICAL DEMANDS**

- The work requires some physical exertions, such as walking across rugged terrain and the use of hand-held power tools.
- The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

- The physical requirements of the job require the ability to lift 50 pounds and on those occasions where lifting requirements may be higher, employee is required to notify supervisor of the need for assistance.
- Vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

- The work involves high risks situations or unusual environmental stress, such as working with natural gas, extreme outdoor weather conditions, and emergency situations at all hours of the day, and any day.
- Normal working hours (7:00 AM – 4:00 PM, Monday through Friday) are expected; however, employee may be subject to call-outs at all times to perform emergency work and is encouraged to establish permanent residence within the service area.

### **MINIMUM QUALIFICATIONS:**

- The position generally requires a high school diploma or G.E.D. equivalent or a minimum of 7 years' experience in a related field.
- The individual will have thorough knowledge of the principles and practices of natural gas distribution; knowledge of natural gas operations analysis; thorough knowledge of U.S. Department of Transportation Pipeline Safety Regulations, Parts 190 through 192, Federal Safety Standards for natural gas pipelines, and Georgia State Regulations; knowledge of State and local building and mechanical codes.
- The individual will be self-motivated and possess the ability to interface with customers and internal personnel using good verbal and written communication skills. Individual will have ability to effectively plan, analyze, and coordinate the operations of a natural gas distribution system.
- Skill in the operation of computer equipment, telemetry equipment, telephone/paging equipment, 2-way radios and other electronic equipment related to operating a natural gas distribution system.
- The individual will possess demonstrable supervisory / management skills and be a team player.

#### **Send resume to:**

Fort Valley Utility Commission  
500 Anthoine Street  
Fort Valley, GA 31030  
or fax: (478) 825-7704  
or email to: [hrmanager@fvutil.com](mailto:hrmanager@fvutil.com)  
Deadline: April 19, 2024