



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Gas Maintenance Supervisor
DEPARTMENT.....: Utilities
DIVISION.....: Gas Distribution
CLASSIFICATION/GRADE.....: Gas Maintenance Supervisor /110
REVISED.....: 01/2022
REPORTS TO.....: Gas Distribution Superintendent
REVIEWED.....: 01/2022
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

Duties include supervising activities of personnel engaged in the maintenance and operation of gas distribution system, which includes maintenance and repairs of existing gas pipelines, valves, customer service lines, and regulator stations. The individual is required to have prior experience and knowledge in management and supervision of crews.

BASIC FUNCTIONS:

1. Scheduling crews for regular operation and maintenance of existing or installation of new facilities.
2. Perform tasks required by this position as identified by CFR Part 192.
3. Supervising the activities of the crews and preparing detailed written reports as required.
4. This position requires the individual to be on scheduled 24-hour call.

OTHER REQUIREMENTS:

1. Experience managing and leading teams of people.
2. Employee shall become qualified within first 6 months of employment to perform tasks required by this position. Employee will be allowed two (2) attempts at each task to qualify during this period. Second failure will result in termination.
3. Ability to communicate effectively - orally and in writing - and capable of preparing detailed reports.
4. Ability to plan, schedule and supervise the work of subordinates.
5. Ability to work with blueprints and schematics.
6. Ability to organize and maintain complete and accurate operational logs.
7. Ability to establish and maintain effective working relationships with employees and superiors.
8. Utilize mobile devices and computerized work order systems and be familiar with spreadsheets, databases, email, GIS and mapping systems, and internet.
9. Experience with compliance of Federal regulations.
10. Valid Louisiana driver's license.
11. Maintain 24-hour telephone service.
12. Other duties as assigned.

EDUCATION/EXPERIENCE:

1. High school diploma or equivalent certification is required.
2. Any equivalent combination of education, training and/or experience may substitute.