



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Utility Superintendent - Gas
<b>DEPARTMENT.....:</b>	Utilities
<b>DIVISION.....:</b>	Gas Distribution
<b>CLASSIFICATION/GRADE.....:</b>	Utility Superintendent - Gas/212
<b>REVISED.....:</b>	01/2022
<b>REPORTS TO.....:</b>	Utilities Director
<b>REVIEWED.....:</b>	01/2022
<b>WAGES.....:</b>	Exempt (Salary)

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### **SUMMARY:**

The Gas Distribution Utility Superintendent actively directs, supervises, and coordinates all aspects of gas distribution construction, operations, and maintenance. The incumbent ensures that all policies, procedures, and physical concerns are adhered to or addressed in accordance with established priority and degree and performs administrative functions related to personnel oversight, budget preparation, asset inspection and maintenance record keeping, materials acquisition, and recommendations regarding regulation, policy, and procedure. This employee is required to exercise considerable judgment in the planning and direction of resources and in the coordination of these in emergency situations. A high degree of availability in support of system operations is required.

### **BASIC FUNCTIONS:**

1. Coordinate Gas Department personnel activities, scheduling, maintenance and repair of system and prepare and conduct training of gas personnel.
2. Superintendent must have a thorough knowledge of all equipment and materials utilized for the maintenance and operation of gas systems.
3. Ability to communicate effectively - orally and in writing - and the ability to prepare detailed reports.
4. Monitor gas system operations for deficiencies and report to Director.
5. Superintendent must be familiar with applicable state and federal pipeline and safety codes.
6. This position requires the individual to be on 24-hour call.

### **EDUCATION/EXPERIENCE:**

1. High school diploma or equivalent educational certification.
2. Should have a minimum of ten (10) years experience in gas distribution field, five (5) years of which should be supervisory.
3. Experience in operation of regulator stations and familiarity with all components and equipment.
4. Experience in maintenance and operation of distribution system including method and procedures of repairing main lines and service lines, and material specifications.
5. Experience in meter sizing. Experience or familiarity with repair of equipment utilized in the operation and gas distribution system.
6. Working knowledge of federal and state regulations regarding operation of gas systems.
7. Any equivalent combination of education, training, and/or experience may substitute.
8. Capable of handling personnel problems.
9. Must be capable of handling customer problems and complaints.
10. Good verbal and written communication skills