

GAS OPERATIONS SUPERVISOR

Utilities | Gas Distribution



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Gas Operations Supervisor is responsible for overseeing the maintenance, operation, and improvement of the gas distribution system.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Require response to 24-hour call as scheduled and during emergencies.

Work extra hours as needed.

SHIFT

7 a.m. to 3:30 p.m.

LOCATION

Houma Service Complex

REPORTS TO

Utility Superintendent – Gas

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

Labor intensive tasks

Routine digging, lifting, bending, climbing, and confined space entry

WORK ENVIRONMENT

Primarily outdoors and physically demanding, involving fieldwork in varying weather conditions, exposure to hazards, and occasional warehouse and shop tasks.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Louisiana Driver's License

Maintain personal telephone service

In this role, the incumbent will be expected to perform tasks required by CFR Part 192.801 including ensuring compliance with all federal, state, and local regulations, manages personnel and contractors, and coordinates projects to maintain system integrity and safety.

JOB DUTIES

- Oversee the operation and maintenance of the gas distribution system, including pipelines, valves, regulator stations, and customer service lines.
- Supervise and schedule crews for routine maintenance, emergency repairs, and new facility installations.
- Assign tasks and work orders, monitor progress, and ensure compliance with safety and regulatory standards.
- Coordinate and lead safety meetings, training sessions, and certification programs for all team members.
- Prepare and submit detailed operational reports on a daily, weekly, and monthly basis.
- Manage preventative maintenance programs, odorant reporting, valve maintenance, and cathodic protection activities.
- Conduct inspections of regulator stations, overhead crossings, and other critical infrastructure.
- Respond promptly to customer inquiries, complaints, and service issues, ensuring timely resolution.
- Oversee major projects such as PVC replacement, leak surveys, regulator station upgrades, and system tie-ins.
- Maintain accurate operational logs, work order records, and material inventory.
- Ensure compliance with CFR Part 192.801 and all federal, state, and local regulations.
- Review and close work orders, monitor contractor performance, and coordinate third-party activities.
- Provide daily updates to the Superintendent and maintain open communication with internal and external stakeholders.
- Conduct regular reviews of Samsara vehicle footage to monitor employee driving behavior, identify and document unsafe practices, provide coaching or corrective action as needed, and collaborate with Risk Management to address recurring issues and promote a culture of safe driving.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.

JOB DUTIES CONTINUED

- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to lead diverse teams effectively, fostering a culture of safety, accountability, and operational excellence.
- **Time Management:** Prioritizes tasks and manages schedules efficiently to meet deadlines and ensure uninterrupted system operations.
- **Analytical Skills:** Ability to identify and address issues such as leaks, malfunctions, or maintenance needs in gas lines, valves by accurately interpreting data from detection instruments and site conditions and recommend appropriate corrective actions.
- **Communication Skills:** Ability to clearly and professionally convey technical information to supervisors, team members, and customers while maintaining professionalism in high-pressure situations.
- **Organizational Skills:** Maintains accurate records, coordinates multiple projects, and ensures compliance with regulatory and company standards.
- **Technical Skills:** Possesses in-depth knowledge of gas distribution systems, regulatory requirements, and proficiency with tools such as GIS mapping, Microsoft Office, and mobile technology. Ability to understand and operate tools, machinery, and equipment necessary for gas line installation, repair, and maintenance.
- **Qualifications:**
 - High school diploma or GED certification required.
 - Minimum of (5) years of work experience in gas distribution system maintenance and operations.
 - Ability to become qualified on all tasks within the six-month probationary period of employment. During this time, employee will be allowed two attempts at each task to demonstrate qualification. Second failure will result in termination.

