

**MAJOR FUNCTION**

This is responsible professional, administrative, and technical work managing the City's adherence to the local, state and federal regulations that govern compliance with and the on-going operations of the City's natural gas utility. Duties include serving as liaison to regulatory agencies; interpretation of laws, regulations, rules and ordinances; environmental protection program implementation; performing technical computations; and preparation of permit applications and regulatory reports required to operate the City's natural gas utility. Work is performed under the general administrative supervision of the Manager-Gas Operations and Business Development with considerable latitude for the use of independent judgment and selection of work methods and procedures. Work is reviewed through results, inspections and conferences.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Serves as the in-house expert and point of contact for natural gas regulatory and enforcement matters with local, state, and federal agencies to ensure that all components of certification, regulatory, consent and administrative orders are met. Reviews and analyzes regulations and legal requirements that have the potential to affect the Natural Gas Operations and advises management of conflicts or changes needed to ensure compliance. Reviews local, state and federal codes and regulations concerning natural gas that may potentially affect the utility or its customers. Develops written comments to proposed regulations affecting natural gas operations to reflect the City's opposition or endorsement and makes suggestions for modification. Communicates new regulations and regulation changes to Gas Utility staff and ensures their full understanding of the regulations. Identifies training requirements, oversees and administers the Gas Utility's Operation Qualification program and makes arrangements to ensure affected staff's acquisition and retention of mandated training or certification. Ensures compliance of the Gas Utility's operations with environmental and safety guidelines mandated by Federal and State rules and regulations. Performs related work as required.

**Other Important Duties**

Assists with and conducts safety and environmental training for all areas of the Gas Utility. Completes special projects as requested. Participates in the development and implementation of strategic plans for the department. Responds to and oversees emergency situations as needed; prepares disaster preparedness plans utilizing the Incident Command System. When requested, serves as division director, in his/her absence. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of modern methods of natural gas distribution operations. Thorough knowledge of local, state and federal regulations and legal requirements pertaining to the natural gas distribution operations. Considerable knowledge of the occupational hazards and safety precautions that should be employed in natural gas operations. Considerable knowledge of the methods of training and motivating employees to recognize the need for and benefits of local, state, and federal regulatory compliance issues in the natural gas industry. Knowledge of the permitting procedures required by state, federal, and local regulations and their application to natural gas operations. Ability to gather and compile technical data and to write and present clear and persuasive reports. Ability to perform advanced mathematical computations. Ability to maintain effective working relationships, as necessitated by the work. Ability to plan, develop and implement plans and programs and provide the necessary training to covered staff. Ability to interpret technical information and prepare reports for use by management, co-workers and customers. Ability to communicate clearly and concisely both orally and in writing. Ability to use personal computers and the associated programs and applications that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in mechanical or civil engineering, geology, or a related field and four years of professional experience in coordinating or managing a regulatory compliance program for utilities, or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

Established: 02-03-15

Revised: 10-20-15