

City of Vicksburg

Job Description

Job Title: Assistant Supervisor/Gas

Department: Gas

Reports To: Supervisor

FLSA Status: N

Prepared By: TMJ

Prepared Date: 1/12/18

Approved By:

Approved Date:

Summary

Assists the Gas Department Supervisor with the direction and management of the Gas Department to ensure adequate facilities and gas supply to meet consumer demands.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responsible for training new employees.

Schedules activities such as gas dispatching, pressure regulation, pumping of drips, and odorization of gas.

Directs activities of workers engaged in patrolling and inspection of facilities.

Assists in the supervision, repair and construction or installation of structures mains, services (pipes leading from mains to residences), meters, regulators, gas appliances, and other distribution equipment.

Assists Supervisor with the completion of daily logs on all work performed, work orders, and time sheets.

Takes over when foreman is not present

Takes over all responsibilities for all departmental duties and functions when the Supervisor is not on duty.

Supervisory Responsibilities

Assists with the supervision of employees in the Gas Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; and addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have least a high school diploma or general education degree (G.E.D.) and at least three-four years' experience in gas plant operations including at least one year of prior supervisory experience, such as being a foreman or leadsman

Language Skills

Basic language skills are required for this position.

Mathematical Skills

Basic mathematical skills are required for this position.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in **written**, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, it is recommended that an individual should have a basic knowledge of Spreadsheet software (QuatroPro) and Word Processing software (WordPerfect).

Certificates, Licenses, Registrations

Valid driver's license; Must be certified to complete all tasks performed by the Gas Department.

Other Skills and Abilities

Ability to operate several large pieces of machinery and related equipment; General computer knowledge necessary to transfer information from a handheld meter reader into a computer; Ability to handle complaints in an effective and confidential manner.

Other Qualifications

Overtime, flexible work schedule, and on-call duty may be assigned will little or no notice.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully-perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and vibration. Work consists of working in small confined spaces and underground. The noise level in the work environment is usually moderate.