



PO Box 449
 Utquiagvik (formerly Barrow), Alaska

Job Description

JOB TITLE:	Natural Gas Operations Superintendent and Fleet Manager (Natural Gas Distribution and Garage/Fleet including CNG Station)
GRADE:	19
DIVISION:	Administration
REPORTS TO:	General Manager
SUPERVISES:	7 full-time employees: assistant operations superintendent, natural gas and garage crews, temporary student workers
FLSA STATUS:	Exempt (Salary)
UNION STATUS:	Non-Union
DOT SAFETY-SENSITIVE:	Yes, PHMSA Emergency Responder
DATE APPROVED:	June 2018 – revision pending approval
STATUS:	Permanent, full-time
SCHEDULE:	Monday through Friday, 8:00 AM to 5:00 PM (40 hours/week)

2018 Pay Range: \$132,410 – \$202,255 Annually, DOE

Housing: Eligible for company vehicle and housing per policy.

POSITION SUMMARY

Directs the construction, operations, maintenance, mapping, metering, staking, and compliance functions of BUECI's **natural gas distribution system**. Delivers effective leadership for the Natural Gas Distribution Department to ensure best in class service to Cooperative members.

OBJECTIVES

1. Ensure the Cooperative's distribution and facilities are maintained, operated and constructed in a safe and efficient manner consistent with industry standards and regulations.
2. Support the company's vision of excellent member service by ensuring reliable system operation and encouraging crews and contractors to work in a courteous and member friendly manner.
3. Provide day-to-day supervision and development of the natural gas and garage crews and assistant operations superintendent.

ESSENTIAL FUNCTIONS (include but are not limited to the following)

A. Operations

1. Ensure timely and efficient maintenance of the natural gas distribution departments and fleet management (garage) facilities including fiscal oversight.

2. Direct the construction of new distribution lines by planning the overall design, preparing specifications, estimating costs, overseeing preparation of contracts, hiring consultants when necessary, overseeing the purchase of materials and equipment, and planning equipment installation.
3. Regularly inspect the distribution systems.
4. Responsible for outage management and required mitigation measures.

B. Personnel Supervision

As per terms of collective bargaining agreement when relevant:

1. Ensure the efficient use of crew time
2. Develop employees and direct training as needed
3. Provide technical advice and assistance to support the line crews
4. Performs on-call duty, responds to outages and system emergencies when necessary
5. Ensure line crews construct facilities in accordance with approved staking sheets and industry standards by performing in-progress inspections of work.
6. Review and approve position guides that are in compliance with the Americans with Disabilities Act (ADA) and qualifications of all direct reports, keeping them current, and assure that all personnel reporting to Operations Superintendent understand and accept the responsibilities and authorities described in their position guides.
7. Interview and select candidates for all positions reporting to the Operations Superintendent within limitations of the approved budget in coordination with HR and Hiring Policy. Appraise the performance of personnel reporting directly to the Operations Superintendent and counsel with such employees to discuss their performance and to encourage their growth and development.
8. Administer the managerial responsibilities of Cooperative's progressive discipline policy and union contract as it relates to direct reports.
9. Hire temporary crews as needed (extremely rare to never)

C. Staking & Member Service

As per the tariff rules and regulations when relevant:

1. Work in close coordination with the Systems & Billing Manager to address and assist the Billing Department to resolve member and internal inquiries regarding member needs. These may include but are not limited to utility service consumption irregularities, and quality complaints.
2. Assure prompt, efficient, and reliable staking service to include preparing estimates for natural gas construction projects and/or system improvements
 - a. Receive requests for natural gas service, meet with BUECI members and contractors, determine the best type of service at the most reasonable cost
 - b. Prepare staking sheets within BUECI guidelines
 - c. Obtain easements and right-of-way when needed
 - d. Prepare staking sheets
3. Communicate scope of work project estimate prepayment requirements and review final invoices for work order close.
4. Ensure accurate revenue metering through meter reading, meter testing, and replacement.
5. Interface with membership, third-party project personnel, consultants, vendors, regulators, and developers as required, particularly as it relates to construction estimates and construction scheduling.

6. Advise and assist in promoting good relationships, participate in public affairs, and develop increased understanding and acceptance of the Cooperative by the public.

D. Metering Management

1. Responsible for meter testing, meter reading, meter inventory and new installations
2. Supervise meter audits and meter readers
3. Support existing and new electronic and automated meters, if applicable
4. Meter programming and software updates, if applicable

E. Planning and Reporting

1. Develop Cooperative standards, published line extension policy, both written document and enforcing the requirements per the tariff rules and regulations. Provide technical assistance to members and contractors.
2. Advise the General Manager in all matters related to natural gas distribution, as well as garage services (fleet management) including written monthly reports that are shared with the board.
3. Collaborate with Cooperative leadership and other departments, advising and providing solutions for distribution and fleet management needs.
4. Evaluate the Cooperative's natural gas distribution systems on a continual basis. Determine when major system improvements should be made and work with CFO to budget these in a timely, long-term manner.
5. Responsible for the preparation, development, and implementation of studies dealing with long range plans; long and mid-range construction work plans; and special studies as assigned by the General Manager.
6. Timely prepare and submit annual O&M budget to include revisions and updates for a rolling five-year construction work plan.
7. Responsible for updating records and reporting all system failures/leaks, monthly and annual report of outages for submission to General Manager and Chief Financial Officer.
8. Research, create, review and revise relevant policies and procedures. Provide leadership and support to the natural gas and garage crew(s).
9. Provide documentation for internal controls, compliance, audits, and financing matters when requested.

F. Mapping

1. Supervise improvements and updating of system maps at least annually in order to accurately delineate existing units of property and the BUECI service area and infrastructure. Arrange for necessary copies of such maps to be distributed to appropriate BUECI personnel.
2. Responsible for the preparation of right-of-way and easement maps in connection with highways, government, Native, and private lands.
3. Must be knowledgeable and comply with all Cooperative policies and procedures including applicable work order procedures per the work order workflow reference guide.

G. Inventory Controls

For Natural Gas and Garage/CNG:

1. Manage inventory levels to absolute minimum value without compromising emergency and ongoing construction requirements, including determining and maintaining adequate levels of inventory for new construction and maintenance activities.
2. Responsible for identifying items which are obsolete to be removed from inventory and disposed of at least annually.
3. Participate in specification of new equipment and material standards.
4. Responsible to perform and submit a timely year-end inventory count.
5. Perform, direct, and monitor required work in connection with design, staking, and inspection; direct required work for the construction, maintenance, and operation of distribution, ensuring safety practices are observed by crews during their work and that work meets specifications
6. Ensure the accuracy of information submitted by foremen (timecards, work orders, materials, etc.).

H. Regulatory Compliance & Safety

1. Responsible for implementation of the Cooperative's safety and operational policies for system operations including PHMSA.
2. Responsible for establishing, implementing, conducting, and documenting the safety and training program per union requirements and set the tone for culture of safety of the organization. Record and report all "near misses" and submit monthly to Safety Committee, General Manager, and the board.
3. Ensure maintenance and testing of natural gas and garage/CNG equipment as necessary or required.
4. Work with the Cooperative's DOT Designated Employee Representative to administer the drug and alcohol testing program under and regulatory compliance with DOT Federal Motor Carrier, Pipeline and Hazardous Materials, and OSHA compliance including the hearing loss prevention program.
5. Ensure compliance with BUECI Safety Manual at all times.
6. Manage regulatory compliance of natural gas distribution systems.
7. Participate in annual review and drills of mayday and emergency procedures, disaster recovery and security response policies for the Cooperative.

I. Fleet Management

1. Manage the Cooperative's fleet of vehicles and equipment
2. Ensure timely maintenance and safety checks.
3. Recommend purchase and replacement of vehicles and equipment or major repair/overhaul following established procedures.
4. Coordinate with Electric Distribution & Safety Superintendent to ensure compliance of annual dielectric testing of insulated booms and bucket liners and provide annual inspections reports to General Manager.

J. Technology & Security

1. Keep current on new technologies associated with the natural gas distribution industry.
2. Participate with senior leadership in evaluation, proposal and implementation of approved technology systems and infrastructure such as mapping systems, trouble report systems, and fleet management systems as they relate to areas of the Superintendent's responsibilities.
3. Provide feedback on security concerns, threats, risks and recommend solutions for mitigation.

K. Other

1. Keep informed of technical developments outside the Cooperative through study of technical literature and attendance at appropriate meetings, webinars, seminars, workshops, and conferences.
2. Develop and use accident investigation procedures as required.
3. Prepare estimates for damages to Cooperative plant as is relates to natural gas, fleet and equipment, or the CNG filling station.
4. Use considerable independence, initiative, and discretion within established guidelines, while following policies and procedures. Maintain confidentiality with data and maintain a high level of professionalism.
5. Extra hours may be necessary when workload demands, during member meetings, and as requested.
6. Other duties as assigned.

PHYSICAL AND EMOTIONAL DEMANDS:

- A. The Cooperative is located in Utqiagvik (formerly Barrow), Alaska. Barrow is an isolated, remote town, inaccessible by road, and subject to extreme climate conditions. Air travel is the primary means of transportation to and from Barrow, and occasionally such transportation is unavailable due to weather. Barrow is north of the Arctic Circle and contains primarily gravel and tundra terrain which may be difficult to navigate, especially in winter. Due to the remote location and extreme weather, candidates must be prepared for global change of living and working conditions in this location. Significant physical and emotional stamina is necessary.
- B. This employee is required to work in close cooperation with the General Manager, department heads, and fellow employees of the Cooperative. As such, this exempt position is subject to long hours on both a daily and weekly basis with high stress and demands. It requires the ability to react to tense circumstances quickly and discretely while maintaining a calm manner. The incumbent must also be able to respond to inquiries of administrative and consumer complexity, quickly and accurately, while maintaining a consistently professional calm emotional demeanor. Specifically, this job may require the incumbent to:
 1. Balance numerous conflicting demands and prioritize what appear to be inconsistent demands, while maintaining a calm demeanor.
 2. Accurately and quickly proofread extensive documents prepared by Cooperative supervisory, managerial, and professional personnel, to make quick and accurate modifications where needed, and to produce reports, word processing materials, spreadsheets, and other materials common to a utility cooperative in large volume and at a professional level.
 3. Sit, walk, stand, kneel, lift (up to 70 pounds of boxes of records and files), hear, talk (understand and use the English language), climb stairs, and use both hands fully.
 4. Must have the ability to read detailed information from printouts, computer screens, or other printed or written materials in English.
 5. Be able and willing to work irregular hours or long continuous periods of times to meet the needs of the Cooperative when they arise.

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree from an accredited educational institution in Business Management, Engineering, Natural Gas, Construction Management, or similar degree
- EXPERIENCE: A minimum of seven years' work-related experience at a supervisory level in the electric distribution industry, with at least five years in operations management. Management experience in other business settings will be evaluated for relevance.
- Experience supervising, coaching, and developing employees.
- Valid driver's license with a satisfactory driving record

COMPETENCIES

1. Comprehensive knowledge of principles relating to the design, operation, maintenance, and repair of natural gas distribution systems
2. Comprehensive knowledge of applicable policies, rules, regulations and codes relating to design and operation of natural gas distribution
3. Excellent negotiation skills including the ability to facilitate and manage organizational change
4. Excellent supervisory/management skills, including demonstrated ability to work cross-functionally with a variety of diverse groups, managing, leading and training staff.
5. Excellent verbal and written communications skills in English, human relations skills, and the ability to operate in high pressure situations.
6. Demonstrated ability to develop and present proposals and information to a variety of audiences including the Board of Directors, management, and employees
7. Capable of meeting Cooperative goals through the implementation of work plans; achieve timeliness in customer response, technical analysis and job completion
8. Demonstrated ability developing and documenting procedures, planning, and managing multiple on-going projects simultaneously for a department

KNOWLEDGE, SKILLS AND ABILITIES

1. Support a culture of safety excellence and promote a shared sense of responsibility for safety.
2. Working knowledge of personal computers in a Windows environment, including use of Microsoft Word and Excel
3. Able to plan, establish, and work with effective inventory and internal control measures.
4. Thorough working understanding of engineering principles, concepts, and practices, construction specifications, and other appropriate codes, statutes, and utility tariffs; must have knowledge of supervisory functions and should become thoroughly familiar with system geography. Have working knowledge of current federal, state, and local laws as they relate to this position.
5. Skilled in effective, professional verbal and written communication.
6. Capable of preparing reports for management and measuring results.
7. Analyze processes for efficiency and make recommendations for improvement.
8. Able to facilitate cooperation between work groups and work functionally across all levels of the organization. Skilled in achieving consensus.
9. Innovative, creative and agile in developing solutions to assignments.

10. Drive problem-solving, decision making, and accountability within the team.
11. Proven project management skills. Ability to organize and prioritize multiple projects simultaneously and effectively delegate and coach others to accomplish assignments.
12. Skilled in composing policies, reports, and procedures.
13. Able to read, comprehend, interpret, and apply governmental regulations, technical journals, abstracts, financial reports, and legal documents.
14. Experience in natural gas construction and maintenance techniques, experience with safety rules and regulations
15. Ability to tactfully, effectively, and professionally interact with the members, coworkers, vendors, and the general public both verbally and in writing, including occasional public speaking. Able to prepare reports for both internal and external communication
16. Knowledge of current management techniques, practices, and theories. Experience in managing, leading and training staff, and employee training and development. Evaluate employee performance and provide feedback in an effective, positive, and fair manner.
17. Operate vehicles every day. Must have ability to react to adverse driving conditions in both summer and winter. Ability to travel to remote locations in difficult and extreme weather and terrain including off-road conditions (generally within 5 miles of the central office).
18. Work in a smoke-free office environment
19. Pass pre-employment drug screen and be subject to random drug testing per DOT requirements
20. Pass a pre-employment background check
21. Respond promptly to any emergency (natural gas, garage)

PREFERRED

- Experience working with employees who are members of a collective bargaining unit, shop stewards, union representatives, and interpreting and adhering to related collective bargaining agreements
- Experience with iVue utility software

NOTE: Complete achievement of certain items of the above specifications may not be required if, in the opinion of the General Manager, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential. Should an applicant be deficient in certain educational achievements, offsetting experience may be substituted or vice versa.

BUECI reserves the right to revise or change job duties and responsibilities. This position guide does not constitute a written or implied contract of employment.

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BUECI IS AN EEO/M/F/D/V EMPLOYER