

**MAJOR FUNCTION**

This is a highly responsible professional engineering and administrative work that provides engineering support to the Gas Operations Division of the Electric and Gas Utility. An incumbent is considered a subject matter expert in Gas operations and is responsible for highly technical engineering work or administrative work such as complex design engineering, safety engineering services, complex engineering studies and analysis, training support, project management, quality assurance, budgeting, and purchasing. Work is performed independently under the general direction of the Engineering Manager – Gas and is reviewed through observations, conferences, reports and by results obtained.

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

Directs and performs in-house development of plans, specifications for equipment repair, replacement, inspection and system modifications. Oversees the verification, management, and maintenance of system maps and gas modeling software. Oversees the development and implementation of design and construction standards; ensures compliance with Division standards, as well as with local, state, and federal codes and ordinances. Oversees the development and review of the Division's Distribution Integrity Management Plan (DIMP); as well as supporting standards, procedures, and practices for all pipeline assets. Identify improvement opportunities and support improvement initiatives for the DIMP. Evaluates and prepares bid/proposal documents and develops award recommendations. Coordinates the activities of consulting engineering firms. Reviews proposals, plans and specifications developed by consulting engineers. Develops and manages vendor quality assurance programs. Coordinates with developers in the design and construction of gas utility infrastructure. Coordinates with other City Departments on road projects. Reviews, analyzes and recommends operating and capital budgets and other budget requirements. Assists operational and maintenance personnel. Coordinates the preparation of various regulatory reports. Reviews specifications and drawings. Prepares specification for purchase of materials, equipment and capital improvement projects. Acts as Subject Matter Experts with respect to gas engineering and operations, PHMSA, and FPSC requirements. Utilizes computers for performing project cost comparisons and analysis of alternatives. Prepares and presents feasibility reports, compiles data and participates in various committees and groups. Acts as the project manager on assigned maintenance and capital projects, with responsibility for supervising contract and city employees assigned to the project; ensuring work is completed according to specifications; ensuring work is completed on schedule and administering project budget and expenditures. May recommend the hire, transfer, promotion, grievance resolution, discipline and discharge of subordinate personnel. Stays current with industry technology and continues to develop professional knowledge and skills. Provides training to staff and mentors subordinates. Drives City vehicles in the performance of the position. Performs additional duties as required.

**Other Important Duties**

Keeps abreast of general and job specific developments in area of responsibility. Performs special projects as assigned. Perform other job-related duties as required or assigned.

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

Thorough knowledge of the modern practices, methods, techniques and equipment used in activities involved in natural gas system design and operations of natural gas utilities and operations including piping, materials, meters and regulators. Knowledge of cathodic protection systems applicable to natural gas piping. Ability to understand and apply computerized solutions to engineering problems.

Ability to prepare and/or modify drawings in electronic format. Thorough knowledge of the use and care of gas utility equipment and systems. Thorough knowledge of the City's natural gas distribution system. Knowledge of all applicable safety and regulatory standards applicable to natural gas systems including but not limited to FPSC and FDOT Pipeline and Hazardous Material Safety Administration requirements. Ability to take field notes and use them in drawing plans and specifications. Ability to plan projects and use them in drawing plan specifications. Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to manage complex projects and assignments for prolonged periods of time. Ability to perform mathematical and statistical computations. Ability to manage change. Ability to maintain records and coordinate and/or supervise subordinates or assigned contractors. Ability to maintain effective working relationships with fellow employees, developers, contractors and the general public. Ability to communicate clearly and concisely orally and in writing. Ability to read and write technical manuals and reports. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

#### Minimum Training and Experience

Possession of a bachelor's degree in engineering or related field and seven years of directly related experience in gas utility or similar operations. A master's degree in engineering may be substituted for one year of the required experience.

#### Necessary Special Requirements

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Individuals in this classification must be available to serve on-call and are subject to having to work outside of their assigned shift/schedule to meet operational needs.

Must obtain GTI's Gas Distribution Engineering 1 and Gas Distribution Operations self-study courses within the first two years of employment.

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

Must have or obtain a NACE CP3 or other approved cathodic protection certification within six months of employment.

Established: 02-25-21