

## **GAS PROJECT COORDINATOR**

### SUMMARY/PURPOSE

Coordinate the installation, maintenance and repair of the water and gas distribution system. Plan, organize, and administer various programs within the Public Works & Utilities Department. Review operational procedures and evaluate the effectiveness of existing and proposed programs and operations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Determine priorities, assign work to personnel, coordinate schedules, and approve or reject leave requests to ensure timely completion of work.
2. Monitor worksites to ensure compliance with established methods, guidelines, and procedures.
3. Train assigned employees in their program related areas of work including safety, work methods, procedures, and technique; review work and provide day-to-day direction in determining priorities.
4. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
5. Coordinate assigned personnel in the execution of construction/repair projects.
6. Monitor employee performance, and provide training, coaching, and mentoring for employees.
7. Disseminate information to employees through bulletins and other communications.
8. Provide clear, sufficient, and timely information to the unit workers about plans, expectations, tasks, and activities.
9. Demonstrate support for the organization by managing the efforts, behavior, and quality of work produced within the unit.
10. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and moving forward within the work environment.
11. Review construction plans and specifications for compliance with existing standards.
12. Plan construction and maintenance projects.
13. Conduct meetings with work crews to discuss construction projects.
14. Provide materials and equipment necessary to perform work projects.
15. Develop traffic control plans for worksites and instruct subordinates in proper installation of the plan.
16. Monitor work progress and maintain records of work performed and materials used.
17. Inspect excavation work, such as, shoring, construction materials, compaction, and restoration.
18. Inspect worksites for appropriate barricades, warning devices, and proper placement of equipment.
19. Inspect the installation of pipe sections, hydrants, valves, regulators, pressure reducers, meters, and taps.
20. Interpret maps in order to direct maintenance personnel to locate work projects.
21. Oversee personnel in the maintenance of tools and equipment in a safe operable condition.
22. Ensure a safe work environment.
23. Direct work crews to close a job site that is in violation of health/safety regulations.
24. Furnish materials and equipment to worksites.
25. Operate heavy equipment when necessary.
26. Build, install, adjust, maintain, and repair gas and water distribution system regulators, reliefs, pressure reducers, and pressure transmitters.
27. Monitor, adjust, troubleshoot, repair, and operate equipment to maintain the proper odorization of gas distributed through the system.
28. Establish new standards and procedures as required.
29. Design and install systems to reduce and/or prevent corrosion and damage to the distribution system.
30. Construct and maintain all records and reports as required.

31. Prioritize and process information pertaining to emergency maintenance needs by directing personnel and equipment to worksite locations.
32. Make initial assessment of an emergency situation and determine degree of danger, damage, urgency, or inconvenience involved.
33. Control and direct work activities at worksites requiring emergency repairs to restore services.
34. Notify police, fire, and other work crews of hazards at worksite locations.
35. Perform related duties and assignments as directed.
36. Interpret gas distribution maps for purposes of directing shut down area when gas main has been damaged.
37. Other duties may be assigned.

### JOB REQUIREMENTS

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, skills, and abilities required.

1. Education & Experience Requirements
  - A. Completion of the City of Duluth Water & Gas Utility Operator apprenticeship program; or three (3) years of experience as a Corrosion Technician II, Regulator Mechanic, Pipeline Welder, Senior Engineering Technician, Instrument Technician; or a combination of education and experience deemed appropriate and comparable.
2. License Requirements
  - A. Possession of a valid Minnesota Driver's License or privilege by the date of appointment and thereafter.
  - B. Ability to obtain a Cathodic Protection Tester (CP1) certification by the National Association of Corrosion Engineers (NACE) within one (1) year of appointment.
3. Knowledge Requirements
  - A. Knowledge of location and topography within the City of Duluth.
  - B. Knowledge of gas-and-diesel-powered equipment used in the installation, maintenance, and repair of a water and gas distribution system.
  - C. Knowledge of the materials, equipment, procedures, and practices used in the installation, repair, and maintenance of a water and gas distribution system.
  - D. Knowledge of traffic control and vehicle operation regulations.
  - E. Knowledge of OSHA, CDL, EPA, and MNOPS regulations.
  - F. Knowledge of methods and procedures of flow monitoring.
  - G. Knowledge of trenching, and shoring procedures, and trench box operations.
  - H. Knowledge of soil sampling techniques.
  - I. Knowledge of confined space entry procedures.
  - J. Knowledge of effective supervisory practices.
  - K. Knowledge of applicable safety procedures.
  - L. Knowledge of applicable federal, state, and local laws and regulations pertaining to the installation, repair, and maintenance of a water and gas distribution system.
  - M. Extensive knowledge of the methods, equipment, and materials used in high pressure plumbing, pipe fitting, and related trades as they apply to water and gas distribution.
  - N. Knowledge of cathodic protection and testing techniques.
  - O. Knowledge of electricity, especially as it pertains to cathodic protection.
  - P. Knowledge of the City of Duluth Gas & Operations Emergency Plan.
  - Q. Knowledge of SCADA systems.
  - R. Knowledge of process mapping, control, and total quality management of process.
4. Skill Requirements
  - A. Skill in setting up appropriate traffic controls.
  - B. Skill in performing construction repairs to a water and gas distribution system.
  - C. Skill in coordinating assigned personnel.

- D. Skill in operating heavy equipment.
- E. Skill in diagnosing and repairing water and gas regulated system problems.
- F. Skill in reading and interpreting plans, blueprints, and specifications.
- G. Skill in recognizing the mechanical function of moving parts, and applying such insight to projects.
- H. Skill in organizing programs, projects, or events involving diverse groups and factors.
- I. Skill in project planning, implementation, and evaluation.
- J. Skill in managing and tracking multiple projects concurrently.
- K. Exhibits leadership qualities of adaptability, dependability, and accountability.

5. Ability Requirements

- A. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources; demonstrate an ability to identify and use appropriate materials, methods, and resources necessary to complete the most complex assignments associated with the unit's work.
- B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- C. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- D. Ability to read maps, specifications, and construction plans used in utility work.
- E. Ability to plan, coordinate, and lay out a work project.
- F. Ability to develop work crew and equipment schedules.
- G. Ability to interpret safety rules and apply them to hazardous situations.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to prepare clear, concise reports.
- J. Ability to meet certification requirements in compliance with state and federal rules and regulations.
- K. Ability to successfully complete Competent Person-training.
- L. Ability to successfully pass Gas Inspectors competency test.
- M. Ability to successfully complete a Gas Operator Qualification program.
- N. Ability to perform mathematical calculations to set grade levels, make conversions from metric to English, determine pipe diameter, and determine cost of supplies.
- O. Ability to be scheduled for standby duty.
- P. Ability to operate computer equipment, work order (EAM), and CAD systems.
- Q. Ability to give clear and concise instructions regarding work assignments to crews.
- R. Ability to work independently with good judgment under limited supervision while functioning as a team member.
- S. Ability to evaluate and analyze operations and procedures.
- T. Must complete the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities.

6. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around work sites of projects, tests and other assignments.
- B. Ability to attend work on a regular basis.
- C. Ability to work outside during inclement weather.
- D. Ability to work in confined spaces.
- E. Ability to stand, kneel, stoop, and crouch for extended periods.
- F. Ability to lift and carry supplies and equipment up to 40 pounds.

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