

## ~~CHIEF GAS CONTROLLER~~GAS CONTROL SUPERVISOR

### SUMMARY/PURPOSE

Coordinate the flow of natural gas throughout the City's distribution system in a safe, efficient manner and direct assigned employees in the completion of their responsibilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate the flow of natural gas throughout the City's distribution system in a safe, efficient manner.
2. Control the maximum daily volume of available gas while maintaining volume and pressure of gas required for consumers' demands.
3. Suspend the supply of gas to interruptible customers when load demand exceeds contracted supplies or to maintain adequate system pressure.
4. Develop SCADA system parameters and set points, and monitor system to determine gas pressure, volume, and consumption and record instrument readings in the log.
5. Review correlating data such as gas quality, pressure, and temperature with variables affecting consumer demand, such as weather conditions and time of day to forecast load adjustment.
6. Develop load curves based on time and weather factors, using a regression analysis technique.
7. Maintain appropriate gas pressure and volume in the pipeline system.
8. Develop gas cost estimates and purchase gas adjustments (PGA).
9. Calculate transportation tariffs and imbalance changes
10. Negotiate and recommend terms of gas purchasing contracts, and ensure the enforcement of the provisions within those agreements.
11. Calculate total gas consumption of large-volume customers.
12. Verify the accuracy of gas charges and gas supplied by suppliers.
13. Furnish the customer billing office with temperature, pressure, and super compressibility factors for the purpose of correcting the customer's bill.
14. Maintain accurate records of daily flows and gas odorization through each border station.
15. Furnish information to Operations Manager, Gas and Water Supply Manager, Utility Operations to help with purchasing decisions from gas suppliers.
16. Supervise and perform the odorization of gas.
17. Purchase gas odorant as needed.
18. Supervise assigned staff
19. Prioritize, assign and direct work and projects.
- ~~20. Coordinate work schedules and approve or reject leave requests.~~
- ~~21. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.~~
- ~~22. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.~~
- ~~23. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.~~
- ~~24.~~20. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
- ~~25.~~21. Effectively recommend adjustments or other actions in employee grievances.
- ~~26. Delegate [MC1] authority and responsibilities to others as needed.~~
- ~~27. Disseminate instructions and information to employees through oral and written communications.~~
- ~~28.~~22. Manage employee performance, and provide training, coaching, and mentoring for employees. Conduct consistent, fair, and equitable performance evaluations.
- ~~29.~~23. Provide clear, sufficient, and timely information to the unit workers about plans, expectations, tasks, and activities.

- ~~30-24.~~ Support the organization by managing the efforts, behavior and quality of work produced within the unit.
- ~~34-25.~~ 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.
- ~~32-26.~~ Coordinate work schedules and approve or reject leave requests.
- ~~33-27.~~ Effectively recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
- ~~34-28.~~ Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
- ~~35-29.~~ Administer pipeline contracts and tariffs.
- ~~36-30.~~ Perform daily forecasting, nominating and balancing on interstate pipelines in order to maximize entitlement and supplies and minimize penalties.
- ~~37-31.~~ Perform work through Asset Management Advisory to identify price-arbitrage opportunities to support the City's gas marketing functions.
- ~~38-32.~~ Determine least cost use of storage vs. swing gas to avoid pipeline penalties and lower costs.
- ~~39-33.~~ Develop highly credible and effective relations with scheduling counterparts and end-use customers.
- ~~40-34.~~ Administer transportation and exchange agreements to implement gas sales.
- ~~41-35.~~ Research and analyze transportation opportunities in order to minimize costs and/or maximize revenue.
- ~~42-36.~~ 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. SixFive (65) years of verifiable experience coordinating or operating the flow of natural gas throughout a distribution system, or in the purchase of natural gas, with two (2) years of experience in a lead or senior position; or
- B. Three (3) years coordinating the flow of natural gas throughout a distribution system and two (2) years of verifiable experience purchasing natural gas;
- B. Bachelor's degree in engineering, physical science or biological science plus four (4) years related experience with two (2) years of experience in a lead or senior position, preferred; or
- C. A combination of education and experience deemed appropriate and comparable, totaling ten (10) years.
- D. Must complete the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities.

### 2. Knowledge Requirements

- A. Knowledge of gas regulator systems.
- B. Knowledge of SCADA systems.
- C. Knowledge of gas-odorizing equipment.
- D. Knowledge of gas pricing.
- E. Knowledge of effective supervisory principles.
- F. Knowledge of general safety practices and procedures.
- G. Knowledge of calculating gas consumption.
- H. Knowledge of gas distribution systems.
- I. Extensive knowledge of pipeline contracts and tariffs.

3. Skill Requirements

- A. Exhibits leadership qualities of adaptability, dependability, and accountability.
- B. Skill in evaluating and analyzing operations and procedures related to divisional activities.
- C. Skill in supervising others.
- D. Skill in computer applications; Excel proficiency preferred.

4. 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, demonstrates 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 coworkers, customers, and the general public.
- D. Ability to communicate effectively in both written and oral form.
- E. Ability to analyze complex situations and make sound judgments based on the data.
- F. Ability to plan, assign and supervise the work of subordinates.
- G. Ability to lead, train and motivate others.
- H. Ability to make mathematical calculations.
- I. Ability to maintain and repair SCADA equipment.
- J. Ability to make estimates of anticipated gas sales and load requirements.
- K. Ability to keep accurate records of hourly gas consumption, pressures, weather data, curtailment status, daily BTU's, and inventory.
- ~~L. Ability to obtain a Class D Minnesota Driver's License or privilege.~~
- ~~M. Ability to attend work on a regular basis.~~

5. 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 transport light loads weighing up to 25 pounds, to and around various worksites. Loads consist of the tools and materials normally used in the work. Loads would typically consist of plans and measurement equipment.

HR: MC	Union: CDSA	EEOC: Skilled Craft Workers	CSB:	Class No: 1816
WC: 7502	Pay:	EEOF: Utilities/Transportation	CC:	Resolution: