

## **CITY OF ORANGE CITY**

### **JOB DESCRIPTION**

**JOB TITLE:** Natural Gas Foreman

**REPORTS TO:** Public Works Director

#### **PRIMARY PURPOSE:**

The Natural Gas Foreman coordinates and directs the operation, maintenance, and construction of the City's natural gas system.

#### **MAIN RESPONSIBILITIES:**

1. Responsible for the overall operation and maintenance of the gas system.
2. Ensures all the necessary reports are compiled on time.
3. Maintain thorough knowledge of all safety regulations.
4. Provide timely and quality service when working with customers and contractors.
5. Perform standby duties in rotation with others.
6. Overtime work is required occasionally.
7. Assist the management team in providing information needed for budget.
8. Coordinate the ongoing Operator Qualification Program and help ensure all utility staff meet these qualifications.
9. Assists other departments as needed, including snow removal. Coordinates this work with other departments.
10. Attends and participates in job safety and other training programs.

#### **KNOWLEDGE, SKILLS, EXPERIENCE:**

Requires completion of an accredited High School or equivalent training. Must have or be able to obtain an Iowa CDL license. Requires 10 years experience in a gas

system and some supervisory experience. Must have the ability to receive and carry out orders and instructions. Must have the ability to lead a small team in the gas department. Must be patient, courteous and friendly with City staff and the public.

#### PHYSICAL AND COGNITIVE REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to: lift and carry heavy objects, considerable walking and standing for extended periods of time. Some pulling, pushing, stooping, kneeling, and reaching.

#### WORK ENVIRONMENT

Exposed to oil, dirt, water, sewage, and different types of chemicals. Exposed to weather extremes. When necessary may need to enter confined spaces and heights.

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read and understood these principal accountabilities and minimum requirements for which I am responsible and have reviewed them with my supervisor.

\_\_\_\_\_  
Natural Gas Foreman

Date \_\_\_\_\_

\_\_\_\_\_  
Public Works Director

Date \_\_\_\_\_