

NOTICE TO THE PUBLIC
JOB POSTING
NATURAL GAS DIVISION FOREMAN

Posted: September 5, 2017

End Date: Until Filled

The City of Monroe is now accepting applications for the position of Natural Gas Division Foreman. This position is responsible for supervising crew(s) in the installation, maintenance and repair of natural gas mains and lines.

Duties & Responsibilities: Supervises the work of employees engaged in operation, maintenance, cleaning, inspection, preventive maintenance, repair and construction of the City's natural gas system. Enforces safety regulations and directs barricading and traffic control where needed. Prepares investigative reports of accident, injury and flood damage incidents. Represents the City to citizens in resolving service requests and complaints, contacting property owners, contractors, utility company employees, and other City departments to secure cooperation to resolve gas maintenance matters. Calls for locate marking before construction projects begin. Pre-inspects job sites to determine the scope of work. Also inspects job sites after completion of work. Prepares field drawings of work performed. Coordinates activities with other departments, divisions and sections to accomplish work tasks. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. May flag traffic around worksites. Performs other related duties as assigned.

To perform this position successfully a candidate must have: Knowledge of methods, materials, tools, and equipment used in the installation, repair and maintenance of natural gas lines and related structures and facilities; knowledge of construction techniques and natural gas maintenance methods; knowledge of hazards of natural gas maintenance work and safety measures to be observed, including trench safety and confined space entry regulations; knowledge of the City's natural gas system and preventive maintenance methods; knowledge of principles and practices of supervision; skill in use and care of equipment and tools required for natural gas maintenance and repair work; ability to perform a broad range of supervisory responsibilities over others; ability to observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards; ability to read and interpret engineering specifications and drawings; ability to comprehend and make inferences from written material, such as operations and procedures manuals and Material Safety Data Sheets (MSDS); ability to learn job-related material through oral instruction and observation or through structured lecture and reading. This learning takes place in either an on-the-job training setting or in a classroom setting; ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar; ability to work in hazardous conditions in the natural gas system using appropriate protective equipment; ability to use graphic instructions, such as blueprints, layouts or other visual aids; ability to complete the Operators Qualification Program required for the assigned work activities associated with this job position.

Qualified applicants must: have a high school diploma or general education degree (GED); or equivalent combination of related training and experience; experience in progressively difficult technical positions including considerable supervisory experience in a natural gas utility operation; possess of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated; possess of or ability to readily obtain a flagging certification.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$42,213 to \$66,723. Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Quick Links/Employment Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Please note that some forms require a notary signature. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655, no later than the end date of this posting.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.