



## **CITY OF MOULTRIE JOB ANNOUNCEMENT**

**Position: Gas Supervisor**  
**Department: Utility**  
**Starting Salary: \$50,000**  
**Date: 1-28-22**

### **General Nature of Work:**

Assists the Operations Manager in the administration, direction, and supervision of all Gas Department activities, operations and personnel; assists in the development and implementation of departmental procedures and operations, planning, scheduling and coordination of activities.

Serves at the gas utility's compliance officer for regulatory issues and insures compliance with all state and federal agencies; works with Operations Manager to develop, track and implement programs that will insure full compliance. Maintains compliance information, prepares reports and submits annual reports for compliance.

Manages and directly supervises gas support and administration functions including regulatory compliance and permitting, corrosion control, leak survey, regulator station inspections, metering equipment, PAP, OQ training and record keeping.

Makes recommendations regarding hiring, discipline and promotion of subordinates and reviews employee performance. Authorizes vacation, leave, and overtime. Performs other related duties as required.

### **Training and Experience:**

Must be a high school graduate or equivalent with two (2) years post-secondary education or equivalent job related experience in the standard practices, methods, and procedures used in gas line construction, repair and maintenance. Must possess a valid driver's license.

**If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest.**

**Position openings are to remain posted for three (3) working days before the position is filled so that all qualified employees will have an opportunity to apply.**