

Lancaster County Natural Gas Authority

Job Description

TITLE: Assistant Manager

DATE: February 2013

GENERAL SUMMARY

Under the primary supervision of the General Manager performs a variety of administrative, technical, and management functions as necessary to maintain Authority operations. Should possess a solid background in all aspects of natural gas operations, financial management, and personal management. Plans, organizes, directs, controls or coordinates activities related to the transportation of natural gas in Lancaster County under the 1954 Act 879 of the General Assembly of South Carolina within the boundaries set by the laws and regulations of the State of South Carolina.

PRIMARY DUTIES AND RESPONSIBILITIES

Assists with the location of all facilities, transmission systems and distribution lines, taking into consideration the long-range plan as well as cost-to-serve, population density, customer demand, and customer need.

Maintains a safe and healthy environment for customers, employees, and the County of Lancaster, which includes safety awareness programs and regulations for employees, and enforcement of all applicable state and federal safety regulations.

Assists with the daily operations of the Authority in the use of potentially hazardous substances and providing employees with procedures that address the importance of proper handling, storage, disposal, and protection of all potentially hazardous substances.

Provides assistance with establishing regulations to protect the Authority's investment in the resources, plus security of the Authority's property.

Supervises use of equipment, vehicles, supplies, and the management of purchasing, receiving, storing, and maintenance of these items.

Assists with the establishment of rules and regulations to carry out the policies adopted by the board and to provide sound, progressive leadership by informing the Board of the condition and progress of the Authority, and prepare and submit for consideration long-range plans for growth or improvement of the Authority which includes developing plans for maintenance, improvement, safety, and expansion.

Assists with the preparation and submittal of the annual budget to the Board for consideration, including preparation of budget status reports, and other reports as the Board requires and approves, and completion of all purchases and expenditures within the limits of major appropriations approved by the board.

Recommends personnel policies and salary schedules to the General Manager and provides input to employees, assignments, evaluations, and dismissals.

Attends conferences, seminars, workshops, and professional meetings and other avenues for self-development and broadening knowledge of Authority operations and natural gas trends.

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Goals and Objectives:

Is responsible for assisting the General Manager in the effective management of the Authority...vision, initiative, resourcefulness, leadership, and consideration and concern for customers and personnel.

Provides leadership needed to create and maintain a work environment that provides efficient, quality service at the lowest possible cost to the citizens of the Authority's service area.

Organizes and develops management and auxiliary services to insure reliable and efficient delivery of gas.

Maintains adequate business records to assure a sound basis for evaluation.

Develops in the community an acceptance of the efficiency of natural gas as an energy source.

Leads and inspires the Authority personnel to set and achieve standards of excellence.

Oversees expenditures and maintains the resources needed to provide high quality and dependable service to the customer.

Assists with the recommending of fee schedules and gas rates to the Board. Insures that all proposed fee schedules and gas rates comply with state and federal laws and regulations and the bond resolutions are in effect.

Prepares, reviews, and/or processes various records and reports such as letters of correspondence, work plans, spreadsheets, ledgers, schedules, incident reports, charts, purchase orders, and invoices.

Communicates and interacts with various individuals and groups such as supervisors, co-workers, customers, attorneys, and the general public.

Operates general office equipment such as computer, printer, and calculator; operates a company vehicle; utilizes meters and hand tools in the performance of duties.

Learns and performs cross functional job duties of other designated management positions for the purpose of providing assistance and support as available or needed.

Performs other related duties as required.

Job Specifications

Education and Experience:

A degree in Business with five to ten years' experience in management, preferably in natural gas operations; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina Driver's License.

Knowledge:

Extensive Knowledge of Authority policies, procedures, and operations. Extensive knowledge of federal, state, and local laws and regulations related to natural gas operations and ability to ensure compliance of such. Knowledgeable in the principles of supervision, management, organization, planning, development,

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and implementation of responsibilities. Thorough knowledge of the responsibilities of individuals supervised, to ensure accurate, safe, and efficient completion of assignments. Thorough knowledge of the occupational hazards and safety precautions of the trade. Knowledge of the principles of effective leadership and training. Thorough knowledge of the methods utilized in forecasting, monitoring, planning, and developing budget information. Knowledge of trade terminology. Knows of the reports and records which must be prepared, processed, and maintained in order to meet the requirements of the Authority.

Skills/Effort:

Ability to manage natural gas operations and to perform administrative, managerial, and supervisory activities of considerable difficulty. Ability to locate facilities, transmission systems, and distribution lines. Ability to develop and administer short and long term plans for the Authority as necessary in the promotion of effectiveness and efficiency. Is able to assemble and analyze information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, human relations, and technical skills. Skilled in written and verbal communication. Is skilled in independent decision making, judgment, and discretion in supervising subordinates; including handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Ability to keep abreast of current policies and procedures. Ability to provide guidance, training, and instruction to subordinates. Skill in scheduling, planning, coordinating, and inspecting the work of others. Is capable of performing duties and completing responsibilities under a degree of stress. Ability to establish and maintain effective working relationships with internal and external individuals and groups involved in the operations of the organization. Ability to deal tactfully and courteously with the general public.

Working Conditions:

Office environment with no exposure to environmental conditions. Occasional work outdoors in emergency situations with exposure to heat, cold, humidity, and wetness. Physical demands are restricted to general office activities generally requiring a minimum of physical exertion. Occasional physical exertion is required to move/lift items weighing up to fifty pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines.

Responsibility:

Responsible for Authority budget.

Supervises Authority personnel.

Disclaimer Statement

This job description is not intended as a complete listing of job duties. The incumbent responsible for the performance of other related duties as assigned/required.