



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Natural Gas Utility Foreman/Woman **Full Time Permanent**

This position is responsible for providing Utility Services to the municipality in accordance with government regulations and standards, through the coordination and supervision of the work of Utility Operators engaged in performing work to operate and maintain the natural gas distribution system.

Responsibilities:

Responsible for the completion of tasks in order to operate and maintain the natural gas distribution system in accordance with the Federation of Alberta Gas Co-Ops Operations and Maintenance Practices and the Rules and Regulations of the Gas Protection Branch for the Province of Alberta.

Organize, supervise, and assist operators with:

- Using equipment for natural gas distribution line installation, maintenance and repair, including electronic fusion machine, mobile steamer, backhoe, loader, hydro-excavator;
- Performing routine maintenance checks on vehicles and equipment;
- Following maintenance procedures and schedules to comply with the Federation of Alberta Gas Co-Ops Operations and Maintenance Practices;
- Following Rules and Regulations of the Gas Protection Branch for the Province of Alberta.
- Completing monthly Cathodic Protection and Odorant Level Tests;
- Operation and maintenance of gas system distribution valves;
- Recording the readings of natural gas meters and maintaining remote meter reading system;
- Removal and replacement of gas meters and pressure regulators for recertification;
- Prepare work sites to include the erection of appropriate barricades, warning devices, equipment, and shoring equipment;
- Natural gas line locating;
- Quarterly PFM testing and recording;
 - Installation of new natural gas service line and meters;
 - Prepare estimates and invoices for customers services;
 - Performing work to cut, thread and tap pipes;
 - Installing pipe sections by positioning, joining, aligning, and sealing joints;
 - Verify permit and air test of private systems before connecting service to the distribution system;
 - Connecting and disconnecting natural gas services;
 - Emergency response to natural gas odorant complaints, carbon monoxide complaints, and natural gas leaks;
 - Providing information to customers related to utility operations in a professional manner;

- Maintaining good public relations, responding to complaints and concerns;
- Maintaining sites in a clean and safe state.;
- Ensure operators maintain the facilities and sites in a clean and safe state;
- Ensure operators maintain accessibility to equipment, materials, pump stations, and work sites by plowing, shoveling, and removing snow.

Responsible for the completion of tasks in order to operate and maintain natural gas remote metering outlet (RMO) stations in accordance with the Federation of Alberta Gas Co-Ops Operations and Maintenance Practices and the Rules and Regulations of the Gas Protection Branch for the Province of Alberta.

Organize, supervise, and assist operators with:

- Following maintenance procedures and schedules to comply with the Federation of Alberta Gas Co-Ops Operations and Maintenance Practices;
- Following Rules and Regulations of the Gas Protection Branch for the Province of Alberta;
- Maintenance and repair of valves, filters and regulator controls;
- Recording and analyzing daily RMO station pressure levels and meter reading;
- Monitoring and adjusting of odorant dosage as required;
- Maintaining facilities and sites in a clean and safe state;
- Maintain accessibility to equipment, materials, RMO stations, and work sites by plowing, shoveling, and removing snow.

Responsibilities for Staff Meetings and Staff Development

- Chair monthly departmental staff meetings to deal with operational issues and concerns;
- Ensure staff are provided with training opportunities, courses and seminars necessary to maintain various operator certifications to insure compliance with applicable rules and regulations;
- Ensure staff are provided opportunities for team building;
- Provide recommendations for succession planning;
- Provide leadership and guidance to develop staff professionally.

Responsibilities for Safety Requirements

- Ensure appropriately experienced and certified staff are available at all times to deal with any gas leak or water break emergencies that may arise;
- Coordinate any emergency situations related to utilities to ensure safety to the public and report to Manager of Utilities.
- Chair monthly safety meeting to address safety issues and update safe work procedures and hazard assessments;
- Ensure staff complete training courses as necessary to maintain their required safe work certifications.

Operational Responsibilities

- Implementing utility services plans, budget, and operational projects within the County;
- Maintain parts and material inventory, update pricing when ordering stock;
- Review packing slips, invoices, and recommend payments;
- Day to day purchasing, and hiring of necessary equipment to allow for the proper operation of the system within budget guidelines;
- Keep updated on new equipment/procedures;
- Assist the Waterworks Utility Foreman in the operation of the waterworks system;

- Ensure all reports are submitted to the appropriate agencies in regards to construction forecasts, construction applications, etc. with direction from the Manager
- Other duties as assigned by the Manager of Utilities.

Capital Planning and Projects:

- Assist Utility Manager in the preparation and updating of long term plans for equipment replacement, utility infrastructure replacement and upgrading;
- Inspect construction on capital projects to ensure County general municipal servicing standards are adhered to;
- Monitor progression of capital projects.

Qualifications:

- Grade 12 (minimum). A two (2) year Diploma from a recognized technical school in natural gas related studies, or a journeyman trade in a field related to natural gas services is preferred. Provincial qualification for operating a natural gas utility system is preferred. A combination of equivalent education and experience may be considered;
- Alberta Certified Journeyman Gas Fitter would be considered an asset.
- Class 5 driver's license with clean drivers abstract.
- 3 years supervisory experience in the natural gas distribution system:
- Very knowledgeable about the operating, maintaining, installing and repair of municipal natural gas distribution system;
- Some experience in operating and maintaining a municipal Water Treatment Plant, Water Distribution System, Wastewater Treatment, and Wastewater Collection System.
- Knowledge of gas and diesel powered equipment used in the repair, installation, and maintenance of a utility operations system.
- Knowledge of the materials, equipment, procedures, and practices used in a utility operations system;
- Knowledge of policies and procedures used in the construction, repair, and maintenance of the utility operations system;
- Very knowledgeable about the Federation of Alberta Gas Co-Ops Operations and Maintenance Practices;
- Very knowledgeable about the Rules and Regulations of the Gas Protection Branch for the Province of Alberta;
- Good interpersonal skills, to be able to understand and communicate verbally and in writing;
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the public;
- An aptitude for planning and organizing work in a timely and efficient manner;
- Demonstrated ability to supervise a diversity of positions, both for in house staff, and contractors;
- Self-motivated and willing to participate in professional development opportunities;
- Basic computer skills to work with Microsoft Office programs and software;
- Read maps, specifications, and construction plans used in utility construction work;
- Good record keeping and ability to prepare clear, concise reports;
- Mechanical aptitude and trouble-shooting abilities;
- Skill in inspecting, diagnosing, and repairing the natural gas distribution system;
- Operate rubber tired backhoe, hydrovac unit, steamer unit, fusion units, and small equipment;

- Skill in using hand and power tools used in the construction, repair, installation, and maintenance of the utility operations system;

Salary range \$73,153.60 to \$94,660.80 annually

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
 - 100% Employer paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Competition Number: 64-NGUF-18
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.