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**First Review of Applications: February 7, 2025  
Position Open Until Filled**

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|-----------------|--------------------------------|------|
| POSITION TITLE: | MANAGER – NATURAL GAS DIVISION | 2024 |
| DIVISION:       | NATURAL GAS                    |      |
| REPORTS TO:     | GENERAL MANAGER                |      |

**POSITION SUMMARY:** PERFORMS COMPLEX ANALYTICAL, SUPERVISORY, ADMINISTRATIVE, AND PROFESSIONAL WORK IN PLANNING, ORGANIZING, DIRECTING AND SUPERVISING THE ACTIVITIES OF THE NATURAL GAS TRANSMISSION AND DISTRIBUTION SYSTEMS. THIS IS ADVANCED TECHNICAL WORK IN THE CONSTRUCTION, OPERATION, MAINTENANCE, AND REPAIR OF NATURAL GAS SYSTEMS AND EQUIPMENT. WORK INVOLVES SYSTEM DESIGN AND PLANNING, BUDGET PREPARATION, CONTRACTOR/EQUIPMENT SPECIFICATION WRITING AND SELECTION, AND SUPERVISING THE NATURAL GAS DIVISION.

**DUTIES AND RESPONSIBILITIES**

The position of Manager – Natural Gas Division is responsible for managing Hutchinson natural gas transmission and distribution systems, Brownton natural gas distribution system, and other transmission and distribution systems as contracted or constructed.

1. GAS PURCHASING, DISPATCHING, AND BALANCING
  - a. Responsible for the delivery of appropriate daily gas volumes on the gas transmission/distribution system, ensuring HUC compliance with transportation contracts from other gas companies.
  - b. Responsible for negotiating and administering Gas Supply, Futures, and Options Contracts
  - c. Responsible for the daily balancing of the transmission system for all counter-parties transporting on HUC's facility.
  - d. Responsible for arranging storage (if necessary)
  - e. Responsible for negotiating and maintaining supply and transportation contracts for distribution customers
  
2. PLANNING/CONSTRUCTION
  - a. Responsible for direct oversight on all engineering and design tasks related to the Natural Gas Division. This entails properly evaluating, selecting, and applying engineering and technical principles as required.
  - b. Coordinate work with consulting engineers on system design, studies, and construction.
  - c. Assist in cost of service studies and rate making for the Natural Gas Division
  - d. Ensure duties and facilities are designed to accommodate Hutchinson's future needs

- while maintaining regulatory compliance obligations (MNOPS/DOT requirements)
- e. Responsible for preparing and administering the Natural Gas annual operating and capital budgets.
  - f. Responsible for providing the General Manager with department updates on the progress of programs strategically implemented to ensure safe, reliable, and cost-effective services.
  - g. Responsible for developing a long-range plan for reinforcement and contingency loss of equipment on the transmission and distribution systems.
  - h. Responsible for design of distribution systems in new developments, identifying and ordering materials.
  - i. Responsible for writing bid specifications for contract labor, materials/equipment, and managing contractors' progress.
  - j. Coordinates work with customers, builders/developers related to new developments, building additions, relocation of facilities, or new construction.
  - k. Upholds the safety compliance standards inherent in HUC's operating and/or field procedures related to work responsibilities. Promotes and supports a culture of total safety.
  - l. Responsible for identifying, recommending, and implementing policy or procedural changes that improve service to the community or contain costs for the utilities.
  - m. Responsible for following work order and accounting procedures.

### 3. OPERATION OF SYSTEM

- a. Ensure Natural Gas Division meets or exceeds all MNOPS/DOT/EPA regulations.
- b. Ensure Natural Gas Division performs all required yearly functions: required designed criteria and testing procedures, cathodic protection, odorization, leak surveying, and valve, regulator and system maintenance are performed.
- c. Assist in the development, implementation, and changes to customer service policies for gas supply to customers.
- d. Ensure computer programs and databases are developed as needed for Gas Division's operations and record keeping.
- e. Ensure all required agency reporting is completed.
- f. Ensure work is performed in accordance with all applicable codes, policies and procedures.
- g. Responsible for developing and overseeing a gas meter maintenance and change out program.
- h. Responsible for Drug and Alcohol Testing Programs as they affect pipeline, CDL, and contractor personnel.
- i. Responsible for Gopher One Call, Call-Before-You-Dig-Program
- j. Responsible for developing and updating Gas Division Operation and Maintenance Manual, Emergency Plan Manual and Control Room Management Plan
- k. Responsible for developing and implementing the Gas Division Operator Qualification Program.
- l. Responsible for developing, implementing, and maintaining Transmission and Distribution Integrity Management Programs, and a Public Awareness Program.
- m. Responsible for determining and recommending Gas Division's automation/SCADA needs and requirements.
- n. Responsible for planning and preparing personnel and contractor work assignments and schedules.
- o. Overall responsibility of gas transmission piping, gas distribution piping, regulator stations, interconnection with other gas utilities, and gas metering.

### 4. SUPERVISION

- a. Responsible for promoting employee involvement in continuous learning, career planning, and enhancing job/industry knowledge and skills.
  - b. Supervise all employees with-in the Natural Gas division, this includes conducting performance evaluations of employees.
  - c. Responsible for arranging and providing safety/skill training for Natural Gas department personnel.
  - d. Assist in maintaining updated job descriptions for the Natural Gas Division personnel.
  - e. Responsible for reviewing and making recommendations as to the retention, professional growth, and/or promotion of employees.
  - f. Direct crew chiefs and crews on a daily basis to ensure completion of assigned tasks and projects, checking for work output and work quality.
5. MISCELLANEOUS
- a. Performs all other duties and responsibilities as required or directed by the General Manager.

#### EQUIPMENT

Utility and office related equipment including but not limited to personal computer/laptop and related software, printer, copier, telephones, and department vehicle.

#### MINIMUM REQUIREMENTS

- BA/BS in Engineering/related field or equivalent education and work experience

#### DESIRABLE QUALIFICATIONS

- Minimum of five (5) years' experience in the utility industry.
- Considerable knowledge of policies, laws and regulations affecting natural gas utility and pipeline activities.
- Experience in commodities and evaluating fundamental market trends, assessing forward market prices and developing hedging strategies.
- Ability to communicate effectively, verbally and in writing with staff, media, consultants, City of Hutchinson, other governmental agency representatives, utility officials, and the general public.
- Ability to maintain effective working relationships with all levels of customers, employees, officials, vendors, contractors and the general public.
- Ability to write and negotiate agreements.
- Supervisory/management experience with the ability to supervise, train and evaluate staff.
- Organizational skills and ability to quickly prioritize under emergency conditions.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Experience with AutoCad and Gas Modeling Software a plus.

#### WORKING CONDITIONS

Full time administrative work. Unscheduled hours for emergencies, Natural Gas emergencies, or other contingencies. Occasional evening and early morning meetings. Some outdoor work to view and inspect utility related facilities and projects

#### SPECIAL REQUIREMENTS

- Valid driver's license.

Exempt position per the FLSA. This position is not included in a bargaining unit. Pay Grade 17. Starting salary dependent upon experience and qualifications.  
2025 Wage: \$136,540.39-\$184,329.54/year

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HUTCHINSON UTILITIES COMMISSION  
ADDENDUM TO JOB DESCRIPTIONS  
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

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The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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