

**JOB DESCRIPTION**  
**VIRGINIA PUBLIC UTILITIES**

Date Updated 8/15/11

Approved by \_\_\_\_\_

Bargaining Unit \_\_\_\_\_

Non-Bargaining

I. **TITLE:** Director-SWG Distribution

II. **RATE OF PAY:** As per Personnel Policies for Non-Represented Employees

III. **REPORTS TO:** General Manager

IV. **RESPONSIBILITIES** (not meant to be inclusive of all duties to be assigned):

1. Ensures all areas of responsibilities are in compliance with standards, rules, and requirements of MNOPS, MHD, Minnesota Department of Labor & Industry's Steamfitter Rules & Codes for Power Piping Systems, OSHA, EPA, MPCA, all other applicable codes, and department policy.
2. Accountable for safety and environmental compliance in all areas of responsibility according to department policy. Recommends safety and personnel development training, as required. Responsible for workers' compensation costs for steam, water, and gas departments and employee attendance at mandated safety training sessions and compliance with safety policies. Conducts regular tailgate meetings.
3. Total responsibility for MNOPS requirements and employee training.
4. Ultimate responsibility for planning, scheduling, and supervising of steam, water, and gas systems. Also, is responsible for construction activities of all distribution systems within the jurisdiction of the Utility. Manages and documents daily activities of distribution job sites or assign responsibility to subordinate supervisor or crew leader. Inspects for safety, operation, and maintenance deficiencies, and other problems. Initiates corrective action and follow up as required.
5. Along with Director-Electrical Distribution - supervises all engineering activities, including the use of CADD system. Schedules and assigns work within the engineering department. Provides engineering assistance and counsel to persons inside and outside the Utility, as required. Responsible for utility mapping needs and location of utility systems.
6. Participates with engineering in the estimating, planning, design and/or establishing specifications for the construction of new facilities and equipment, repair and/or modification of existing infrastructure. Monitors efforts of all departments on large projects, on major repair and capital improvements.
7. Plans, directs, and manages all phases of assigned major capital project developments from preliminary engineering, financial studies and funding, preparation and review of plans and specifications, bid advertisements and bid awards, pre-construction conferences to inspections of construction, progress payments for work accomplished, and negotiation of change orders, while maintaining quality assurance and achieve goals within budgeted funds; reviews progress, directs changes in priorities and schedules, as needed. Compiles reports on projects and programs assigned, as makes presentations to the Commission and public, as needed.
8. Reviews development extensions and various permit applications for compliance with established engineering principles, standard specifications, and legal regulations. Reviews proposed development site plans for conformance with utility standards.
9. Works with power plant department as needed.
10. In the case of an extreme emergency situation, makes independent decisions that are in

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the best interest of the Utility.

11. Responsible for the fleet of vehicles and mobile equipment used in department.
12. Prepares and submits periodic and/or special operational and statistical reports, as required.
13. Develops, organizes, and directs the policies, procedures, and standards for the development review process ensuring compliance with Utility regulations and state, federal, and local legal requirements. Ensures proper application of established policies including review and inspection.
14. Assures utility development and improvement through organizing and directing short- and long-range planning programs and projects; oversees the gathering, interpretation, and preparation of data for studies, reports, and recommendations regarding capital improvements, and any other related plans and/or policies; coordinates intergovernmental and interdepartmental participation in development and administration of community plans and policies. Ensures updating of the Utility's comprehensive plan as needed.
15. Plans and submits recommended annual budget, including cost estimates in areas of responsibility for capital, operations and maintenance items, and operate within approved budget variables.
16. Total responsibility for establishment of steam, water, and gas standards and evaluation of subordinate supervisors' performance based on performance standards. Department responsibility for goals and action plans. Assigns work to subordinate supervisors, crew leaders, engineering, and work crews. Establishes distribution crew work standards, performance standards for vendors and contractors, and equipment standards; evaluates crew, vendor, contractor, and equipment performance based on these standards.
17. Responsible for participating or assignment of authority to subordinate supervisors to assist in policy development or establishment of customer rates for steam, water, and gas departments.
18. Department responsibility for workforce requirements and may participate, as requested, in the selection of personnel.
19. Department responsibility for building and ground maintenance for steam, water, and gas buildings and distribution facilities for Virginia Public Utilities.
20. Manages within scope of the Union contract – prepares exhibits and materials for management to use for collective bargaining, as requested. Represents the Utility in the first step of the grievance procedure, when appropriate.
21. Responsible for completing all one-call notifications and right-of-way compliance for maintenance and project work for the steam, water, and gas distribution departments.
22. Represents the department as a technical liaison, when requested, for marketing and customer concerns. Assures the resolution of problems or emergencies affecting availability or quality of customer services. Provides technical assistance to other City departments as requested.
23. Assists and participates on special projects assigned by the General Manager.
24. Maintains all required permits (including environmental) and assure compliance.
25. All other duties as assigned.

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- V. **WORK SCHEDULE:** Generally dayshift, Monday through Friday  
May be required to work weekends and holidays as necessary; will be scheduled for Weekend Duty  
Needs to be available for emergency callouts
- VI. **MINIMUM QUALIFICATIONS:**
1. Educational – Bachelor of Science degree in Engineering (prefer Civil or Mechanical) and four (4) years of experience or degree in technical or industrial field with eight (8) years of experience in construction and maintenance of steam, water, and gas systems.
  2. Knowledge – Progressive experience in planning, directing, and controlling of steam, water, and gas systems to include five (5) years of supervisory experience in construction or maintenance of steam, water, and gas systems. Thorough understanding of all relevant steam, water, and gas codes.
- VII. **PHYSICAL REQUIREMENTS** are those necessary to successfully perform the essential functions of this job:
1. Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms
  2. Must have ability to communicate with employees, customers, and vendors. Must have demonstrated skills in verbal and written communication.
  3. Frequently required to walk, sit, climb or balance; occasionally required to stand and stoop, kneel, crouch, or crawl
  4. Must occasionally lift and/or move up to twenty (20) pounds
  5. Specific vision abilities required include close vision, distance vision, peripheral vision, and depth perception.
- VIII. **WORK ENVIRONMENT:**
1. Often indoors but near moving mechanical parts and equipment
  2. Often outdoors in heat, wet/humid, extreme cold, and exposed to fumes or airborne particles
  3. The noise level is usually moderate