

**Position Title:** Engineering Manager  
**Reports To:** Vice President of Engineering and Operations  
**FLSA Status:** Full-Time (Exempt)  
**Date:** **December 26, 2023**

**Job Summary:**

The Engineering - Project Manager plans and oversees the daily Engineering Department functions to ensure goals and objectives are achieved. Will oversee and coordinate the daily operations of highly skilled engineering staff while ensuring that company objectives and goals are met.

**Responsibilities:**

- Manage the Engineering Department, responsible for the design, permitting, acquisition of easements/ ROW acquisitions and contract bidding of all construction projects such as systematic replacement program, system extensions, system enhancements, special and growth projects.
- Serves as project manager for multiple projects, creating timelines and cost projections, organizing collaborative meetings, and ensuring projects comply with specifications, timelines, and budgets.
- Organizes and oversees the schedules and work of assigned staff. Gas Field Planner(s), Engineer(s), SCADA Technician, and Mapping Group.
- Manage, operate, and maintain the Gas Control System (SCADA) and SCADA procedures.
- Manage and coordinate the operation and maintenance of the distribution and transmission system, pipeline right – of – ways and the equipment within a M&R, Gate, or distribution station.
- Manage company mapping system assuring timely updating from as-builts.
- Act as on-call Supervisor as required by Vice President and Chief Operating Officer (to oversee on-call Emergency Responder personnel and SCADA).
- Provide corporate oversight and assistance to affiliate Companies.
- Assist in preparation of gas load surveys.
- Responsible to prepare and maintain Department O&M and Capital Expenditure budgets.
- Supervise and coordinate the retirement of inactive service lines.
- Interface with NYS Public Service Commission Staff for projects, record, and field audits.
- Assist with annual material inventory.
- Negotiates and maintains contracts with outside vendors.
- Comply with all applicable codes and regulations including but not limited to NYCRR Title 16 and PHMSA Part 191 and 192.
- Assists with updates to Company operations and maintenance procedures and standards.
- Maintains knowledge of new trends, developments, technologies, materials, safety trends and issues and best practices; applies this knowledge to continually improve system reliability and safety.
- Coordinates with other support departments such as Safety/Training, Accounting, Finance, Gas Supply, Customer Service and Human Resources.
- Conducts performance evaluations that are timely and constructive.
- Hires and trains new employees.

- Handles discipline and termination of employees as needed and in accordance with company policy.

### **Additional Functions**

- Ensures work is completed in a timely and economical fashion.
- Ensures equipment is maintained in safe and clean conditions.
- Represents the Company in community groups and organizations.
- Ability to work as a team member.
- Attend trainings and professional development activities as appropriate.
- To serve on committees, as appropriate.
- Represent the Company in a professional manner.

### **Knowledge, Skills, and Abilities**

- Exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility.
- Must have the ability to work independently, take initiative and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment.
- Must have the ability to establish effective relationships and work in a team environment to meet team and Company.
- Must have intermediate computer skills and the ability to learn Company software programs.
- Must have a thorough understanding of Company processes, procedures, and policies.
- Should be able to manage, coordinate, and make decisions proactively and efficiently.
- Excellent written and verbal communication skills.
- Demonstrated analytical, problem-solving, statistical, and mathematical skills required.
- Excellent verbal and written communication skills.
- Excellent managerial skills.
- Thorough understanding of information technology and information technology systems.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate when appropriate.

### **Education and Experience:**

- Preferred, minimum BS Degree in Mechanical or Electrical Engineering.
- Other Engineering disciplines to be considered.
- Minimum of two years of Natural Gas Utility experience.

### **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **POSITION TYPE AND ANTICIPATED HOURS**

This is a full-time position. Days and hours of work are Monday through Friday, 7:30 AM to 4:30 PM. Hours can vary based on the needs and schedule of the Company.



330 West William Street, Corning, New York 14830-0058

## TRAVEL REQUIREMENTS

May be required to work in and with all Company locations. CNGC – Corning Natural Gas Corporation; PCLP – Pike County Light & Power; LGC – Leatherstocking Gas Company; WMG – Woodhull Municipal Gas.

May occasionally travel to Committee meetings.

Office location is 330 West William Street Corning, NY 14830.

## PHYSICAL DEMANDS and WORK ENVIRONMENT:

See Attached Physical Demands and Work Environment Form.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All employees are employees "at will."*

\_\_\_\_\_  
VP and Chief Operating Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager

\_\_\_\_\_  
Date

Corning Natural Gas is an Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, national origin, age, disability, wages, or genetic information.

## Physical Demands and Work Environment

Check off only the physical abilities that are directly related to the essential functions of the job.

**Caution:** Make sure you are not setting stricter requirements than for similar workers already employed.

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Physical Activity Required	Amount of time				
	Never	On Occasion	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Standing					X
Walking					X
Sitting					X
Manual dexterity					X
Repetitive finger motion					X
Lifting or exerting force			X		
Up to 10 pounds			X		
Up to 25 pounds			X		
Up to 50 pounds			X		
Up to 100 pounds			X		
Over 100 pounds	X				
Reaching or stretching			X		
Climbing or balancing			X		
Crouching or stooping			X		
Creeping or crawling		X			
Speaking					X
Hearing					X
Tasting	X				
Smelling					X
Seeing (with correction)					X
Close vision					X
Distance vision					X
Color discrimination					X
Peripheral vision					X
Depth perception					X
Focusing ability					X
Outdoor weather conditions				X	
Wet or humid conditions (non-weather)			X		
Extreme cold (non-weather)	X				
Extreme heat (non-weather)	X				
Fumes or air-borne particles		X			
Toxic or caustic chemicals	X				
Bloodborne pathogens	X				
Risk of fire or explosion		X			
Risk of electric shock		X			
Prolonged exposure to vibration	X				
Loud noise level		X			



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I accept the position as outlined above and have read and understand the above job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date