

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

Job Summary:

The Operations Manager plans and oversees daily field operations to ensure goals and objectives are achieved. Will oversee and coordinate the daily operations of highly skilled operations staff while ensuring that company objectives and goals are met.

Responsibilities:

- Organizes and oversees the schedules and work of assigned staff. Chief Regulator Technician(s), Corrosion Technician(s), Pipeline Inspector(s), Meter Changer, Meter Repair Technician, and Shop Attendant(s).
- Manage the Corrosion Control Department responsible for assuring compliance with all applicable codes and regulations. Responsible to assure all NYS mandated requirements met for CP. Monitor Public Service Commission Safety Code regulations for compliance by inspection and corrosion personnel. Maintain associated records.
- Manage the Regulation Department which includes regulator maintenance, farm tap surveys, M&R Station replacement, inspections and maintenance, relief valve inspections and maintenance, pressure recording chart maintenance, and odorization maintenance. Maintain associated records.
- Manage the Leak Survey and Investigation Department which includes all mandated inspections and surveys to include but not limited to leak surveys, pipeline patrols, valve inspection, business district survey, and public building surveys. Maintain associated records.
- Manage the Meter Shop and the completion of meter testing of new meters and the testing program for existing/installed meters. Manage the work associated with installing, testing, using, repairing, and maintaining gas meters and associated electronic instruments. Manage the mandated inspections, acceptance, and standardization tests of gas meters and associated electronic equipment. Generate and submit the NYS PSC required gas standards report covering the meter change program and the resultant meter accuracy. Maintain associated records.
- Coordinate the NYS PSC Gas Quality program for the Company.
- 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.
- Responsible to prepare and maintain Department O&M and Capital Expenditure budgets.
- 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, prepares, and updates, 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.
- Attends trainings and professional development activities as appropriate.
- To serve on committees, as appropriate.
- Represents 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.
- 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 industry-related field required or “equivalent field and on-the-job training experience.”
- 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.



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

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.

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.

Job Title: Operations Manager

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			



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

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

Signature

Date

Witness

Date