

Position Title: Vice President of Operations and Chief Operating Officer

Reports To: Chief Executive Officer

FLSA Status: Full-Time (Exempt)

Date: August 2023

JOB SUMMARY:

The Senior Vice President of Operations will plan, direct, coordinate, and oversee operations of Corning Natural Gas Corporation and Leatherstocking Gas Company, ensuring development and implementation of efficient operations and cost-effective systems to meet current and future needs of the organization.

Supervisory Responsibilities:

- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Manages discipline of employees in accordance with company policy.

Duties/Responsibilities:

- Establishes, implements, and communicates the strategic direction of the company's operations.
- Collaborates with executive leadership to develop and meet company goals while supplying expertise and guidance on operations projects and systems.
- Collaborates with other divisions and departments to conduct the Company's goals and objectives.
- Identifies, recommends, and implements new processes, technologies, and systems to improve and streamline company processes and use of resources and materials.
- Ensures that departmental decisions and project plans such as those for staffing, development, organization, material efficiency, hardware acquisitions, and facilities are in line with the company's business plan and vision.
- Establishes, communicates, and implements operations-related policies, practices, standards, and security measures to ensure effective and consistent support and execution.
- Reviews and approves cost-control reports, cost estimates, and staffing requirements for projects.
- Establishes and administers the department's budget.
- Presents periodic performance reports and metrics to the chief executive officer and other leadership.
- Maintains knowledge of emerging technologies and trends in operations management.
- Identifies training needs and ensures proper training is developed and provided.

- For the creation and maintenance of the Department construction standards and operating procedures.
- Participates as a witness for the Company in regulatory rate cases.
- Reviews planning process and suggests improvements to current methods.
- Analyzes operations to identify areas in need of reorganization, downsizing, or elimination.
- Works with the President and other executives to coordinate planning and establish priorities for Corning Natural Gas Corporation and Leatherstocking Gas Company.
- Identifies opportunities for expansion into new areas.
- Oversees capital projects for Corning Natural Gas Corporation and Leatherstocking Gas Company.
- To meet requirements of Corning Natural Gas's standard operating procedures plus local, state, and federal regulations.
- Primary liaison with state regulatory safety agencies (NYS PSC and PA PUC).
- Responsible for all Department filings and reports with the state and federal regulatory safety agencies.
- Oversight over NY and PA Locations
- Complete special projects as assigned.
- Responsible for safety processes for all Corning Energy Corporation.

Financial Accountability (With CEO)

- Ensure work is completed in a timely and economical fashion.
- Reviews annual budgets.
- Ensure regulatory compliance.

Physical Location and Safety

- Ensure equipment is maintained in safe and clean conditions.
- Be aware of and comply with contract requirements and customers' needs such as security and safety.
- Ensure safety and health compliance.

Additional Functions

- To serve on committees, as appropriate.
- Represent Corning Natural Gas in a professional manner.
- To actively participate in scheduled staff meetings and staff training.
- Ability to work as a team member.
- To attending trainings and professional development activities as appropriate.



KNOWLEDGE, SKILLS, AND ABILITIES:

- The person in this position exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility.
- The person in this position must have the ability to work independently, take initiative and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment.
- The person in this position must have the ability to establish effective relationships and work in a team environment to meet team and Corning Energy Corporation's goals.
- The person in this position must have a thorough understanding of Corning Natural Gas's processes, procedures and policies.
- The person in this position can manage, coordinate and make decisions proactively and efficiently.
- This position requires the ability to exhibit poise, clarity, and self-control in stressful, ambiguous or emotionally demanding situations.
- Excellent written and verbal communication skills.
- Demonstrated analytical, problem-solving, statistical, and mathematical skills required.
- Must be familiar with budgeting and accounting concepts.
- Must possess strong multi-tasking and organizational skills.
- Ability to work within tight deadlines required.
- Must be able to work within a team environment.
- Strong communication and interpersonal skills required.
- Experience with gas utilities and knowledge of gas operations systems
- Basic understanding of clerical and administrative procedures.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Ability to solve problems as they arise.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business administration, logistics, engineering, or other industry-related field required or "equivalent field and on-the-job training experience".
- At least 10 years of industry-related experience including three years in upper management required.

COMPETENCIES

Ethical Conduct.

Time Management.

Organization Skills.
Financial Management.
Project Management.
Personal Effectiveness/Credibility.

WORK ENVIRONMENT

This job operates in a professional office environment.

POSITION TYPE AND ANTICIPATED HOURS

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Hours can vary based on the needs and schedule of the Corning Natural Gas.

AUTHORITY AND ACCOUNTABILITY:

People: This position has direct supervision

Operations: This position is responsible for daily operations at the Corning Natural Gas and Leatherstocking Gas Company.

Budget: This position has direct budgetary responsibilities

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."

Chief Executive Officer

Date

HR Manager

Date

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

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

Signature

Date

Witness

Date