



**Job Classification:** Project Manger

**Immediate Supervisor:** CEO

**Job Summary:**

The purpose of this classification is to perform administrative and technical support work functions associated with the District's engineering department and natural gas operations.

**Responsibilities:**

1. Plans & designs engineering projects.
2. Compliance of PHMSA & DOT regulations including maintenance, OQ Plan, DIMP, IMP, and Public Awareness.
3. Prepares and updates maps of districts natural gas facilities
4. Establish, implement, and maintain the districts geographical information system (GIS) containing natural gas facilities, basemaps, road system, municipal boundaries, and other utilities, etc.
5. Organizes and maintains file system of maps, drawings, computer files, and records; maintains and updates natural gas facility maps, project files, and assigns project work order number and account numbers.
6. Responds to questions and requests for information/assistance by telephone, email or in person from the general public, employees, officials or other persons.
7. Maintains inventory of departmental supplies; initiates requests for new or replacement materials.
8. Creates purchase orders.
9. Maintains the software for company email addresses and online documents.
10. Maintains the inventory of cell phones and other communication devices.
11. Recommends policies and procedures that guide and support the provision of quality services by the Department.
12. Coordinates with the District Superintendent and Maintenance & Construction Foreman to schedule maintenance, gas main projects, service installations/retirements, piping, etc.

13. Refer major hardware or software problems or defective products to IT contractors for service.
14. Set up equipment for employee use, performing or ensuring proper installation of cable, operating systems and appropriate software.
15. Performs other related duties as required.

**Qualifications:**

1. Knowledge of computer-aided design and drafting principles/standards.
2. Knowledge of geographic information systems.
3. Knowledge of natural gas distribution / transmission system facilities. (preferred, not required).
4. Strong computer system skills.
5. Maintain current Alabama driver's license.
6. Maintain applicable Alabama LP Gas Board certifications.
7. Maintain applicable Operator Qualification certifications.

**Experience, Training, Education:**

1. Two (2) years of experience and/or related education in an engineering environment working with state or municipal codes, computer-aided design, geographic information systems, drafting, or a related field; or any equivalent combination of education, experience, and/or training which provides the requisite knowledge, skills, and abilities for this job.
2. Two (2) years of experience and/or related education in computer systems operations, troubleshooting and/or technical support.
3. High school diploma or GED required

If you are interested in applying please fill out an application at one of our offices, or visit our website and apply on line at: [www.southalabamagas.org](http://www.southalabamagas.org).