

Job Open: Natural Gas Operations Manager, ORUD Natural Gas, Oak Ridge, TN

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| POSITION TITLE | Operations Manager |
| SALARY | \$70,000 to \$90,000+ annually depending on experience and qualifications |
| LOCATION | Oak Ridge, Tennessee |
| FLSA STATUS | Full-time, salary exempt |
| REPORTS TO | President/General Manager |

JOB SUMMARY:

This position is responsible for managing the construction, maintenance, and repair of the Oak Ridge Utility District's natural gas utility distribution system. Manages all operations planning, development, coordination, and implementation of maintenance and construction activities for the system. Responsible for operations and maintenance budget preparation, long-range growth and system reliability planning, setting strategic direction, management of Operations personnel, and preparing reports required by the Tennessee Public Utility Commission and PHMSA.

ESSENTIAL FUNCTIONS:

1. Oversees all operational activities for ORUDs natural gas system, including cost analysis, compliance, pipeline construction, maintenance, and rehabilitation.
2. Manages Operations personnel, including task assignments, training, conflict resolution, mentoring, disciplining, and evaluating performance.
3. Plans and directs the short, medium, and long-term strategic growth projects of the distribution system.
4. Implements approved departmental budget and monitors expenditures on a regular basis.
5. Reviews and approves departmental work quality and progress
6. Implements policies and procedures aligned with organizational standards to ensure the department operates efficiently and safely.
7. Develops and manages contracts for engineering services and surveys.

8. Reviews plans, specifications, and designs for projects from contractors, municipalities, and developers, as well as those from the Department of Transportation. Conducts feasibility studies and develops work plans.
9. Performs other duties as assigned.

The above functions serve as a general overview of the job's content and requirements and are not an exhaustive list of duties or responsibilities. The primary duties listed are essential functions of the role.

REQUIREMENTS:

1. Must acquire and maintain a valid Tennessee driver's license.
2. May be required to work other than normal work schedules.
3. Requires communication skills to provide information to developers, architects, engineers, various governmental agencies, and the public on matters relating to the gas system.
4. Must have the capability to prepare or oversee the preparation of routine and special reports, including required state and federal documents.
5. Mathematical ability to calculate gas loads and estimate project construction costs and research and analyze gas system materials.
6. Capacity to learn and enforce all pertinent and applicable ORUD, local, state, and federal safety policies and/or regulations.
7. Proficiency in operating personal computer and applicable software applications and peripheral equipment within incumbent's area of responsibility and expertise.
8. Subject to pre-employment and random testing in accordance with *DOT Pipeline Safety Regulations, Code of Federal Regulation, Title 40 (49 CFR), Part 199.*

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in a related field plus 5 years' experience supervising, managing, and administering operations of a facility
OR
- High School diploma plus 10 years of certified progressive experience supervising, managing, and administering operations of a natural gas utility.

BENEFITS:

- Tennessee Consolidated Retirement System pension - 100% employer paid

- 457(b) Deferred Compensation Retirement Plan with percentage employer match
- BCBS Medical - 100% employer paid premiums for employee and eligible dependents
- BCBS Dental - 100% employer paid premiums for employee and eligible dependents
- BCBS Vision - 100% employer paid premiums for employee and eligible dependents
- Life insurance - 100% employer paid
- Short Term Disability - 100% employer paid
- Long Term Disability - 100% employer paid
- Vacation Leave (96 hours per year) accrual based for the first 5 years, increases thereafter
- Sick Leave (96 hours per year) accrual based
- 11 Paid Holidays

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If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process and need an alternative method for applying, you may contact 865-483-1377 or hrdepartment@orud.org for assistance.