1. GAS UTILITY MANAGEMENT*
   Acts as the Chief Executive over gas operations. Comparable titles are: Utility Director, General Manager, City Administrator, President, etc. Responsible for total management, staffing, budgets, administration and operations of the entire enterprise. Coordinates between governing boards, other departments, customers, employees and the general public. Usually reports to a Board of Directors, Council or Chairman. Performs public relations as needed.

   *NOTE: This position should work at least 50% on gas management issues or so note.

2. GAS OPERATIONS MANAGEMENT
   Acts as second in command, usually under a position noted above. Comparable titles are: Gas Operations Manager/Director, Superintendent of Gas, etc. Responsible for work involving a wide scope of assignments and requires seasoned judgment in making decisions of appreciable difficulty. Handles personnel problems of the system, supervises estimates, specifications and designs, including the scheduling of work within the divisions. Assumes full responsibility for all work performed under his or her supervision.

3. FIELD MANAGEMENT
   Gas Supervisor/Foreman: Handles and oversees distribution, maintenance, service, installation, and construction personnel; directs and controls manpower and equipment use related to construction and maintenance jobs, including transportation and operation equipment requests, tools and materials; insures safe work practices; responds to all emergency situations.

   Engineering Manager: Responsible for the total engineering functions of the utility. Manages civil, mechanical and electrical engineering functions plus drafting operations and survey crews. Maintains contact with all state and federal agencies. Secures or assists in securing all necessary permits. Guarantees compliance with DOT and PSC. Performs analysis for system designs.

   Engineer: Reports to the Engineering Manager. Responsible for carrying out engineering functions of the utility.

4. ADMINISTRATION
   Office/Administrative Manager: Other comparable title: City Clerk. Responsible for payroll functions, some financial records and personnel records. Supervises all business office personnel including data processing, cashiers, communications, accounts receivable, accounts payable.

   Customer Service Supervisor/Manager: Administers activities requiring regular and direct contact with customers and/or prospective customers. Keeps management advised of and is responsive to consumer utility needs. Directs the promotion and publicity of utility services and energy conservation activities.

   Gas Supply Manager: Supervise the purchase and/or dispatch of natural gas supplies.

   Financial Manager/Director: Responsible for the overall financial management of all segments of the utility operation. Directs the utility’s financial policies and plans, accounting practices and fiscal controls. Also responsible for the preparation of the utility’s financial statements. Assists in long and short term utility strategic and financial planning. Maintains existing and establishes new relationships with banks and investment firms. Advises members of top management regarding financial matters.

   Marketing & Sales/Public Affairs Manager: Responsible for marketing and/or sales activities, and public relations and community relations activities.