**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

**Gas Superintendent**

**GENERAL STATEMENT OF DUTIES:**  
This is a skilled administrative and supervisory position responsible for directing, planning and overseeing the day to day operations of the City's Gas Department.  Activities include construction, operation and compliance activities of a natural gas distribution and transmission system.  Position is under the direct supervision of the Director of Public Works.  
  
**QUALIFICATIONS:**  
Must be at least 18 years of age with a high school diploma or equivalent with at least seven (7) years of experience in a gas related field and at least five (5) years of experience in natural gas.  Five (5) years of management or supervisory experience, or an equivalent combination of extensive training, education and experience.  
  
Operator Qualifications certification and pipe joining certification preferred but not required.  
  
Knowledgeable in task schedule development, project management, employee supervision, gas system operation and maintenance, repair procedures, equipment operation, occupational safety and gas system reporting requirements.  
  
Must possess, or have the ability to obtain, a valid Georgia Driver's License.