

# The City of **Fountain Inn, South Carolina**



## Is Inviting Applications for the Position of **Natural Gas Manager**

We are excited to announce this is opportunity for an experienced Natural Gas Manager who is capable of preserving and enhancing the existing high level of customer service and preparing the City of Fountain Inn Natural Gas Department for the challenges of the future.





# About The City of Fountain Inn



Nestled in the foothills of Upstate South Carolina, Fountain Inn is a charming city in the heart of an incredibly scenic state. Only minutes from the mountains and a couple of hours from the coast, Fountain Inn is the ideal location for relocating families, friends and business. We invite you to use the website as your resource to everything Fountain Inn:

[www.fountaininn.org](http://www.fountaininn.org).

The City Government of Fountain Inn is stable and operates under a Council form of government. Council members are elected to four year staggered terms and there are no term limits. The Mayor is elected at-large by popular vote. The Mayor and six City Council members comprise the governing body. Elections are held in odd-numbered years. The City government is non-partisan. Fountain Inn is a full-service city that is in good condition financially as evidenced by a positive audits and a healthy fund balance.

## Fountain Inn Natural Gas

Fountain Inn Natural Gas has been serving customers for over 60 years by providing natural gas in a safe and secure environment.

As a municipal enterprise, the Fountain Inn Natural Gas System has flourished and today serves over 8,932 residential, commercial and industrial customers. The system includes approximately 342 miles of natural gas pipeline. 78% of our system is plastic and 22% is steel. We have 20 regulator stations.

We carry many different gas appliances including Tankless Hot Water Heaters, Gas Fireplaces, Gas Logs, Freestanding Gas Fireplaces, Holland Grills, Holland Patio Heaters and much, much more.

# The City of Fountain Inn Natural Gas Manager Position

## The Position

- » Tracks gas commodity pricing daily to purchase gas supplies and align with supplier contracts. Establishes price triggers for gas purchase when the market meets the desired priced.
- » Manages customer contacts and pipeline capacity and supplier contracts. Establishes and maintains relationships with key suppliers.
- » Makes decisions regarding possible construction areas, marketing results, feasibility calculations and service area extensions.
- » Monitors and remains actively involved with new projects offered on the pipeline. Works closely with project coordinators, gas control, customer service and maintenance personnel.
- » Maintains detailed records on system costs and updates rate structure analysis yearly.
- » Prepares the natural gas budget, including operational, capital outlay, and project funding. Administers the operational, project, gas supply and capacity expenditures.
- » Prepares financial and operational reports, including gas sales comparison from previous years.
- » Prepares annual reports required by the Office of Pipeline Safety and US Department of Energy.
- » Carries out supervisory responsibilities in accordance with City's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- » Responds to customer complaints or queries.
- » Comply with all safety policies, practices and procedures. Report all unsafe activities to City Administrator and Human Resources.
- » Participate in proactive team efforts to achieve departmental and company goals.
- » Provide leadership to others through example and sharing of knowledge/skill.

## Candidate Qualifications

- » Bachelor's degree (B. A.) from four-year college or university in the general sciences, civil or petroleum engineering; 5 to 10 years of work experience as a municipal utility manager/administrator with exposure to the natural gas industry or the management of a natural gas company or any equivalent combination of education and experience.
- » Three (3) to five (5) years of experience in utility maintenance program management
- » Background in the utility industry and operational aspects of natural gas distribution
- » Possession or ability to gain possession of a valid South Carolina driver's license within 30 days.
- » This position is considered Essential Personnel and will be required to work during and following natural disasters and emergencies.





# The City of Fountain Inn Natural Gas Manager Position

## Primary knowledge, skills, and abilities include:

- » Strong experience and proven success in developing and implementing risk management strategies, portfolio management reports to effectively manage a portfolio for the FOUNTAIN INN NATURAL GAS SYSTEM.
- » Strong experience in managing price and volumetric risk for residential, commercial and industrial markets and system portfolios. Must understand the market factors-drivers that affect energy price volatility and load-usage volatility
- » Strong experience with daily/monthly load forecasting and the management of the supply vs. demand profile to avoid costly pipeline penalties.
- » Must have experience in the Williams Gas Pipeline (Transco) pipeline system and be proficient in the operations of the system including Cash-out, Operational Flow Orders (OFO), capacity release, 1Line, pipeline restrictions, expansion projects, et al.
- » Work with Developers, Real Estate Brokers and Contractors in a competitive market area to ensure potential opportunities are not over-looked. Strong working relationship with GADC, LCDC, Upstate SC Alliance and other regional Project Managers to stay abreast of current and future projects and expansions in the region.
- » Strong awareness of how to manage a Billing Office and Customer Service team
- » Knowledge of organizational and department laws, policies, and procedures.
- » Ability to communicate and work well verbally and in writing with City officials, staff, the public, and the news media.
- » Superior skill in organizing, directing and supervising others.
- » Strong organizational, problem-solving, and analytical skills.
- » Ability to manage priorities and workflow.
- » Acute attention to detail.
- » Demonstrated ability to plan and organize projects.
- » Proven ability to handle multiple projects and meet deadlines.
- » Good judgment with the ability to make timely and sound decisions.
- » Creative, flexible, and innovative team player.
- » Reviews work schedules, assignments, and rotations for the Operations Technicians.
- » Participates in employee hiring process.
- » Evaluates operations, maintenance and performance of facility.
- » Performs equipment testing, develops action plans to maximize performance and implements improvements.
- » Monitors plant performance to ensure adherence to Company and Industry standards and compliance with state and federal laws, regulations and guidelines.
- » Prepares weekly and monthly operations reports and others as required.
- » Foster dependable and trusting relationships with Third Party contractors, material suppliers, and customers to expedite project quality, cost, and completion times.
- » Provide technical, financial, and operational expertise.





# The City of Fountain Inn Natural Gas Manager Position

- » Establish and maintain relationships with South Carolina PSC, DOT, OSHA, EPA, and other pertinent regulatory agencies to remain informed of the status of any/all compliance matters.
- » Create, maintain, and insist on a workplace environment within the Gas Utilities group that promotes diversity, safety, fair and equal treatment of employees, open communications and the highest standards of ethical behavior.
- » Promote a strong safety and compliance culture correcting unsafe acts or conditions immediately, following established safe methods and systems, ensuring staff are trained to the necessary levels and compliance with legal and quality requirements.

## Compensation

The starting annual salary for the Natural Gas Manager for the City of Fountain Inn will be market competitive depending upon the qualifications and experience of the selected candidate. Participation in the state retirement system and a comprehensive benefits package including; health, dental, vision, life insurance will be provided. Reasonable relocation expense reimbursement will be negotiated.

## How to Apply

Interested candidates must submit by email a cover letter, resume, at least five job related references and salary history no later than **5:00 p.m. on March 12, 2019** to: Trey Eubanks, Government Services Manager, Appalachian Council of Governments. Call or email Trey Eubanks with any questions.

### Trey Eubanks | Government Services Manager

Appalachian Council of Governments

864.241.4631

teubanks@scacog.org

*The City of Fountain Inn is an Equal Opportunity Employer. The City of Fountain Inn does not discriminate based on race, color, religion, creed, sex, gender, sexual orientation, age, marital status, or national origin.*

