

UTILITY SUPERINTENDENT - GAS

Utilities | Gas Distribution



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Utility Superintendent – Gas is responsible for directing, supervising, and coordinating all aspects of gas distribution construction, operations, and maintenance.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday

Require response to 24-hour call as scheduled and during emergencies.

Work extra hours as needed.

LOCATION

Houma Service Complex

REPORTS TO

Utilities Director

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Combination of office-based administrative tasks and frequent field visits to gas distribution sites, requiring exposure to outdoor conditions, operational equipment, and occasional high-pressure situations during emergency response.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be required to ensure compliance with all local, state, and federal regulations, oversees personnel activities, and manages resources to maintain safe and efficient system operations.

The Utility Superintendent – Gas exercises considerable judgment in planning, prioritizing, and responding to operational and emergency situations and must maintain a high degree of availability to support system needs.

JOB DUTIES

- Direct and coordinate daily operations of gas distribution crews, including task assignment, safety toolbox talks, and field visits.
- Monitor and respond to internal communications, customer inquiries, and TPCG office requests; provide timely resolutions.
- Review and approve invoices, timesheets, and operational records; maintain accurate documentation and compliance with regulatory standards.
- Oversee employee training programs, including EWN compliance, skill development, and future role preparation; evaluate performance and provide feedback.
- Inspect and monitor gas system operations, pressure regulation stations, leak survey activities, and cathodic protection teams; identify and report deficiencies.
- Collaborate with the Director, engineers, supervisors, and vendors to review projects, equipment repairs, and outstanding orders; ensure timely completion of initiatives.
- Develop and implement standard operating procedures (SOPs), maintenance plans, and safety protocols to maintain operational efficiency and regulatory compliance.
- Prepare and manage annual budget data, maintain field records for inspections, and ensure adherence to state and federal pipeline safety codes.
- Oversee construction projects and daily crew activities; ensure all employees work safely and have appropriate safety equipment.
- Maintain 24/7 availability for emergency response and operational support.
- Monitor specialized systems and projects, including PVC installations and Zedi System operations, as needed.
- Conduct regular reviews of Samsara vehicle footage to monitor employee driving behavior, identify and document unsafe practices, provide coaching or corrective action as needed, and collaborate with Risk Management to address recurring issues and promote a culture of safe driving.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.

JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to inspire, guide, and hold teams accountable while fostering a culture of safety and operational excellence.
- **Budget Skills:** Effectively plans, monitors, and controls financial resources to meet departmental goals within approved budgets.
- **Time Management:** Prioritizes tasks and allocates resources efficiently to ensure timely completion of projects and daily operational requirements.
- **Analytical Skills:** Applies critical thinking and data analysis to identify system deficiencies, resolve complex issues, and improve operational performance.
- **Communication Skills:** Communicates clearly and professionally, both verbally and in writing, to convey information, resolve conflicts, and build strong stakeholder relationships.
- **Organizational Skills:** Maintains accurate records, coordinates multiple projects, and ensures compliance with regulatory standards through structured processes.
- **Technical Skills:** Comprehensive knowledge of gas distribution systems, regulator stations, equipment, safety codes, and specialized software for monitoring and reporting. Proficient in software systems such as Microsoft Office 365, SharePoint and Planner.
- **Qualifications:**
 - Highschool Diploma or GED certificate required.
 - Minimum of ten (10) years of experience in gas distribution operations, including at least 5 years in a supervisory role.

