



# Barrow Utilities and Electric Cooperative, Inc.

PO Box 449  
Utqiagvik, Alaska 99723  
Phone 907-852-6166

## Job Description

<b>Job Title:</b>	Chief of Operations & Maintenance	<b>Supervises:</b>	Supervisory
<b>Department:</b>	Natural Gas	<b>DOT Safety Sensitive:</b>	Yes, Emergency Responder
<b>Reports to:</b>	Natural Gas Superintendent	<b>FLSA Status:</b>	Exempt, salaried
<b>Union status:</b>	Non-Union	<b>Salary:</b>	\$143,523/year DOE
<b>Status:</b>	Full-Time, Permanent	<b>Work Schedule:</b>	Monday – Friday 8am – 5pm & on-call 24/7
<b>Date</b>	September 9, 2025		

### Summary:

Support the Natural Gas Superintendent regarding all operations, maintenance, and assistance in work orders, job performance, scheduling, technical information, regular compliance, and materials procurement. Oversee daily operations and maintenance tasks and long-range operation planning for BUECI Gas System.

### Essential Duties and Responsibilities:

The duties include but are not limited to the following.

#### **A. Responsibilities**

- Responsible for all aspects of building operations for all Natural Gas facilities and equipment including but not limited to: Pressure Regulating Valve (PRV) Stations, meters, trenchers, survey sheets, estimates, reporting and compliance operator qualifications (OQ).
- Makes sure that all required data and documentation of operations and daily routines is taken and entered, per the specifications of management and regulators.
- Assesses future needs and requirements of the Natural Gas Division, works with Natural Gas Superintendent in the planning of the system expansions and upgrades.
- Collaborate with the Natural Gas superintendent on scheduling, emergency repairs, etc.
- May be called upon to be Acting in Capacity during the absence of the Natural Gas Superintendent.
- Assist the Natural Gas Superintendent in keeping Natural Gas standards and employee morale high.

#### **B. Personnel Supervision**

As per terms of collective bargaining agreement when relevant:

- Supervise Natural Gas Serviceman, Foreman, Temporary Hires, and Student Hires.
- Responsible for the OQ training of all new employees under the direction of the Natural Gas Superintendent.
- Provide technical advice and assistance to support.
- Performs on-call duty, responds to outages and system emergencies when necessary.
- Administer the managerial responsibilities of Cooperative's progressive discipline policy and union contract as it relates to direct reports.
- Oversees field work of direct reports that utilizes gas system tools and equipment.
- Coordinate employee training for various types of safety equipment, i.e. lifting harness, respirators, eye, face and head protection, fire system, methane detectors, oxygen monitors, and portable gas detection equipment and OQ Training.

- Ensure gas crews construct facilities in accordance with approved staking sheets and regulatory standards by performing in-progress inspections of work.

### **C. Inventory Controls**

For Natural Gas and Garage/CNG:

- Assist with inventory levels without compromising emergency and ongoing construction requirements, including determining and maintaining adequate levels of inventory for new construction and maintenance activities.
- Assist with identifying items which are obsolete to be removed from inventory and disposed of at least annually.
- Participate in specification of new equipment and material standards.
- Assist with the timely year-end inventory count.
- Perform, direct, and monitor required work in connection with design, staking, and inspection; direct required work for the construction, maintenance, and operation of gas distribution, ensuring safety practices are observed by crews during their work and that work meets specifications.
- Ensure the accuracy of information submitted by foremen (timecards, work orders, materials, etc.).

### **D. Regulatory Compliance & Safety**

- Assist with the implementation of the Cooperative's safety and operational policies for system operations including PHMSA.
- Assist with establishing, implementing, conducting, and documenting the safety and training program per union requirements and set the tone for culture of safety of the organization. Record and report all "near misses" and submit monthly to Safety Committee, General Manager, and the board.
- Ensure maintenance and testing of natural gas and garage/CNG equipment as necessary or required.
- Work with the Cooperative's DOT Designated Employee Representative to administer the drug and alcohol testing program under and regulatory compliance with DOT Federal Motor Carrier, Pipeline and Hazardous Materials, and OSHA compliance including the hearing loss prevention program.
- Ensure compliance with BUECI Safety Manual at all times.
- Manage regulatory compliance of natural gas distribution systems.
- Participate in annual review and drills of mayday and emergency procedures, disaster recovery and security response policies for the Cooperative.
- Assist with BUECI's online annual PHMSA report by March 31<sup>st</sup> of each year.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the Cooperative and the I.B.E.W. local Union No. 1547 agreement operations, policies, and procedures.
- Knowledge of state and federal statutes, rules, codes, and regulations relating to Natural Gas Distribution.
- Knowledge of engineering principles, concepts, and practices, construction specifications and contracts, and other appropriate codes, statutes, and utility tariffs.
- Knowledge of preparing reports for management and measuring results.
- Knowledge of budget techniques and practices for efficient and cost-effective management of resources.
- Knowledge of the principles and practices of legal, ethical, and professional rules of conduct.
- Knowledge of personal computers in a Windows environment, including use of Microsoft Word and Excel.
- Skill in reading, interpreting, understanding, and applying Cooperative's policies and procedures along with the agreement between the Cooperative and the I.B.E.W. local Union No. 1547
- Skill in analyzing processes for efficiency and making recommendations for improvement.
- Skill in leadership, coordinating staff, assessing, and prioritizing multiple tasks, projects and demands, and delegating tasks and authority.
- Skill in establishing and maintaining effective working relations and work functionally across all levels of the organization.
- Skill in developing and administering a comprehensive budget.

**Education, Experience, Certifications, and License Required:**

- High school diploma or equivalent.
- Five years of industry related experience in gas distribution or related field work experience.
- Three years of supervisory experience.
- Valid Alaska driver's license with a satisfactory driving record.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.
- Must pass pre-hire physical examination.

**Preferred:**

- Experience collaborating with employees who are members of a collective bargaining unit, shop stewards, and the I.B.E.W. local Union No. 1547 representatives and with interpreting and adhering to related collective bargaining agreements.
- Experience with iVUE® utility software.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the incumbent is primarily required to sit, stand, walk, stoop, bend and frequently utilize a keyboard/computer. Specific vision abilities include close vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.
- Be able and willing to work irregular hours or long continued periods of times to meet the needs of the Cooperative when they arise.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee will occasionally be exposed to extreme weather.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

BUECI IS AN EEO/M/F/D/V EMPLOYER