



## Career Opportunity

**Position Title:** Crew Leader

**Company:** Northeast Ohio Natural Gas

**Location:** Lancaster, OH

**Department:** Field Operations

**Posting Date:** 4/25/2024

**Apply by:** 5/2/2024

### **PRIMARY FUNCTION**

The Crew Leader performs a wide variety of tasks in the field relating to the installation, replacement, and maintenance of piping system, and to serving its residential, commercial and industrial customers. This individual's primary work is on the piping system and commercial and industrial gas equipment. Daily duties entail performing installations, replacement, and repairs of nearly any component of the utility field infrastructure and customer's gas equipment. They will also be responsible for supervising the daily activities of the Mechanics group. They will communicate with the Operations Manager daily to coordinate the work load and oversee that it is completed in a safe and timely manner.

The Crew Leader oversees and directs the Gas Construction Mechanics group on daily activities. They will ensure that all safety and quality standards are met daily. They will also ensure that effective and efficient work practices are utilized to ensure production goals. If necessary, this individual will prepare written memos communicating complex topics and problems to customers.

#### **Daily Responsibilities**

- Oversight of NEO Crew construction activities
- Will possess and maintain a Class A CDL and medical card.
- Maintain a company vehicle.
- Responsible to ensure that all construction equipment is maintained and in safe operating condition.
- Review all paperwork for accuracy and completeness.
- Control job inventory
- Review as-built information for company records

- Self-inspect company construction activities
- Have a working knowledge of system Town Border Stations, Farm Taps, District Regulator Stations and Service Regulators as it relates to construction activities and repairs.
- Have job skills and abilities to work on various pipeline materials
- Have a working knowledge of Pipeline Safety Regulations as required by local, state and federal agencies.
- Lead the group in their daily activities
- Communicate daily with Operations manager
- Ensure that a high level of safety and quality standards are instilled in your Team

#### **Miscellaneous**

- Maintain Operator Qualifications
- Respond to Emergency situations
- Maintain company tools and equipment
- Will be expected to attend meetings and conference calls as needed
- Will be expected to attend training as required

#### **QUALIFICATIONS**

High school diploma is required for this position. A minimum of 3 years of industry experience is preferred.

Ability to communicate effectively in writing and verbally with co-workers and customers on a daily basis. Knowledge of Microsoft Word and Excel. Ability to perform daily work with computers and tablets. Ability to correctly fill out paperwork and submit/file accordingly.

#### **COMPETENCIES**

- Ability to clearly communicate complex ideas verbally and in writing is crucial for ease of understanding between customers, authorities, and fellow employees.
- An analytical ability to address and solve anomalies in daily construction or repair activities.
- A motor vehicle operator with valid license is required, and the applicant must be bondable with no record of felony convictions.
- Experience with Microsoft office as similar computer programs is desirable.

#### **WORKING CONDITIONS**

##### **PHYSICAL DEMANDS:**

Daily activity is fast paced, physically demanding, and with production goals. Duties involve heavy lifting and manual labor. The individual must be available for emergency call-outs and be able to work extended hours; job site reporting is common.

Majority of the workday is spent outdoors; therefore this individual is exposed to (and must have tolerance for) extremes of heat, cold, noise, and dust. Exposure to construction equipment and normal driving hazards is encountered regularly.

##### **SAFETY SENSITIVE JOB:**

This is a safety sensitive job and as such is subject to random drug testing as required by the U.S. Department of Transportation (D.O.T.). Employment is contingent upon passing a pre-employment physical examination and completing DOT OQ courses.

**Application Process:**

Internal candidates should complete the internal posting form and send the form to Annmarie Vincent, Human Resource Manager by the posting expiration date. Please include a resume if applicable.