

Atmos Energy Corporation
Job Description

Title: Crew Foreman
Date Approved: 1/01/2004

Nonexempt
Grade 3

REPORTS TO: Division Operations Supervisor

BASIC FUNCTION:

Senior level position responsible for basic and general construction and maintenance activities. Provides direction and oversees crews engaged in construction and maintenance activities.

PRIMARY DUTIES/RESPONSIBILITIES:

1. Coordinates, oversees and participates in all activities associated with construction and maintenance work assignments. Determines and organizes crew and equipment requirements. Secures necessary materials and tools.
2. Reviews job site maps for all utility lines. Ensures placement of utility markings at job site.
3. Provides customer service regarding complaints and/or questions during new installations and repairs. Advises customers of work to be performed on customers' property.
4. Provides training and direction to other employees engaged in construction and maintenance activities. Provides input regarding employee performance.
5. Maintains records of work assignments including drawings, maps, measurements, manhours, equipment hours, mileage and materials used.
6. May perform welding operations for the installation, maintenance and repair of gas mains, meter guards and regulator settings.
7. Promotes and communicates job safety in the performance of construction and maintenance activities.
8. Oversees, coordinates and inspects work of contractor crews to ensure compliance with Federal, state and local codes and regulations and Company standards.
9. Provides technical input during capital budget process.
10. Performs other related duties as required.

MINIMUM REQUIREMENTS:

EDUCATIONAL/EXPERIENCE LEVEL:

1. A general educational knowledge normally acquired through a high school diploma or a General Equivalency Diploma (GED), completion of the Operator Qualification requirements for Crew Foreman position plus proven demonstrated proficiency in Crew Foreman job related activities which typically takes four years.

2. Valid driver's license.

COMMUNICATION SKILLS:

Requires the ability to communicate with internal and/or external customers in order to obtain and/or provide explanations and/or information on technical concepts to individuals with expertise or knowledge of the technical area.

NUMERIC SKILLS:

Requires the ability to perform basic addition, subtraction, multiplication and division.

WORK CONDITIONS:

Works in an outdoor environment.

Requires frequently performing activities including, but not limited to, stooping, bending, crawling, kneeling, grasping, reaching, climbing and lifting up to 100 pounds (e.g. lifting and pulling rolls of pipe).

OTHER INFORMATION:

May have residency requirement due to call-out response time.

May require welding certification.

May require a commercial driver's license (CDL).