

City of Fort Worth, Texas Job Description

Classification Title	Gas Well Manager		
Job Code:	MG1341	Job Family:	Management
Pay Grade	613	Date Reviewed:	06/12/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Reviews incoming applications for gas wells and pipelines in an efficient and timely manner. Oversees and assists staff with citizen and operator concerns. Assigns reviews and participates in the development and implementation of goals and objectives of the Gas Well Division of the Planning & Development Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Supervises annual gas well billing; creates inspection areas using the Geographical Information System; reviews statements for accuracy; assists gas well inspectors in completion of annual billing inspections; reviews database systems to confirm accuracy of information; and supervises inter-local agreement for gas well inspections.
3. Acts as point of contact for the public, City employees and operator for questions, comments or concerns regarding gas well issues; interprets gas well ordinance; conducts gas well tours; and provides information on unconventional shale gas development within an urban environment.
4. Reviews gas well permits, amendments, extensions, fracture pond, pipeline and transfer of operations applications; supervises initial permit review; acts as technical expert between departments, operators and inspectors; and issues gas well citations and appears in court as primary witness to violations.
5. Reviews and comments on monthly Gas Drilling Review Committee meetings; determines applications to present; provides technical assistance to committee members; and oversees update of links, agendas, maps and information on webpage.
6. Supervises approvals or denied pending building application permits; and supervises and assists field personnel in the use of the magnetometer and Range finding equipment.

7. Reviews applications for pipeline projects crossing City right-of-ways; authors and reviews Mayor and Council Communications; confirms agreement and payment from operator; oversees document routing for signatures; and distributes to appropriate parties.
8. Acts as technical expert regarding gas wells on miscellaneous projects; reviews and advises on gas well equipment setbacks; and attends special meetings with developers regarding construction near gas wells.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
11. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Gas drilling ordinances and City code.
 - Telecommunication equipment.
 - Processes of Texas Railroad Commission.
 - Fire code and City's subdivision ordinance.
 - Technical advancements and processes of gas well industry.
 - Operations, services and activities of an application review and processing program supporting a development planning department.
 - Methods and techniques of reviewing and processing urban development applications.
 - Principles, practices, rules and regulations governing assigned committees, including the City Plan Commission, Zoning Commission and Board of Adjustment.
 - Principles and practices of general construction and land use.
 - Principles of supervision, training and performance evaluation.
 - Principles and techniques of budget preparation.
 - Modern and complex principles and practices of urban planning.
 - Office equipment including computer and supporting word processing and spreadsheet applications.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Use of Geographical Information System.
 - Organization, facilitation, and time management.
 - Customer service.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Read plans and site plans.
 - Use specialized equipment.

- Supervise, organize and review the work of subordinate employees.
- Select, supervise, train and evaluate subordinate employees.
- Serve as technical advisor to assigned board and committees.
- Prepare and administer budget.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in urban planning, public administration, engineering or a related field and five years of public administration or urban development experience, including two years of supervisory responsibility.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

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.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.