



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:                         GAS DISTRIBUTION SUPERVISOR I - II**

**DEFINITION:** Under direction, plans and supervises employees engaged in gas customer field services or the installation, maintenance and repair of gas meters, pressure regulators, controls, electronic flow computers, and other apparatus used for the distribution of natural gas.

**REPORTS TO:**           Grade Level I - Gas Distribution Supervisor II  
                              Grade Level II - Superintendent Distribution/Customer Services  
  (division head)

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Supervises a customer service district, meter repair shop, meter maintenance section, or regulator/meter proving section.

Grade Level II - Assists division head, supervises subordinates; and develops and implements division projects and programs.

**EXAMPLES OF DUTIES:**

- Plans, assigns, trains, directs, evaluates, and participates in the selection and discipline of subordinate personnel engaged in gas customer field services or installation, maintenance and repair of gas meters, pressure regulators, controls, and other apparatus used for the distribution of natural gas;
- Supervises field personnel engaged in gas service turn-on and turn-off, customer complaint resolution and gas appliance service;
- Maintains favorable customer relations;
- Supervises the detection and repair of gas leaks;
- Develops and maintains safe operating procedures and work standards;
- Enforces safety rules and regulations;
- Reads plans and interprets drawings to determine materials, equipment and labor needs;
- Serves as liaison with consumers regarding installations or interruptions of service;
- Operates and maintains specialized equipment used in investigations and regulation of appliances;
- Calibrates and monitors electronic flow computers;
- Maintains records and prepares reports;
- May assist in the preparation of the division budget;
- May ensure 24-hour availability of personnel for emergency response;
- May coordinate operations with other departments and divisions;
- May develop and implement division safety and training programs and other projects;

**GAS DISTRIBUTION SUPERVISOR I-II (continued)**

- May evaluate and coordinate the use of new technologies and procedures to improve service, safety and operational efficiency;
- May ensure that division operations comply with City, State and Federal rules and regulations;
- May establish and maintain personal computer databases and recommend changes in mainframe computer programs;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Open to current City employees with three or more years of service in the classifications of Gas Meter Repair Supervisor, Senior Gas Field Service Representative, Gas Field Service Representative, Gas Crew Utility Assistant, Gas measurement Assistant, or Gas Orifice meter Technician;

Willingness to work evenings, weekends and holidays as required;

A valid motor vehicle operator's license.

**HISTORY:**

Established as Assistant Superintendent of Distribution - Gas: 03/08/68

Title changed to Distribution-Field Operations Supervisor: 07/05/80

Title changed to Distribution/Customer Service Supervisor: 08/13/83

Revised: 03/08/68, 06/27/80, 10/17/83, 07/28/88

Approval/Adoption Dates: 07/28/88 - Human Resources Department  
08/03/88 - Civil Service Commission