



Assistant Construction Manager – Unionville, MO Branch Office

ABOUT USDI

Utility Safety and Design, Inc. (USDI – www.usdi.us) provides professional engineering and design, consultation, construction, and operational services for owners and operators of natural gas facilities, including transmission operators, municipalities, master meter operators, and local distribution companies. *We've built our reputation as a flexible partner.* Since 1969 we've served more than 350 systems across the Midwest – some with a single service, others as professional engineers, and still others as operator of record. USDI provides full-spectrum natural gas solutions through 1) up-front consultation, 2) strategic engineering and design, 3) affordable construction services, and 4) total operational support.

JOB SUMMARY & ESSENTIAL FUNCTIONS

USDI is seeking an Assistant Construction Manager to perform duties related to the successful operation of the Unionville, MO branch office. This position will encompass various aspects of the installation, operations, maintenance & compliance of natural gas facilities across the Midwest.

The individual will be responsible for tasks including, but not limited to:

- Perform/Supervise tasks related to the installation, testing, & operation of natural gas facilities including:
 - Installation of distribution mains & services
 - Installation of transmission pipelines & facilities
 - Leakage surveys & leak investigations
 - Cathodic Protection (CP) surveys & remedial actions
 - Hot tapping of mains, services, & transmission lines utilizing Mueller equipment
 - Pressure testing facilities using inert gas, air or water
 - Atmospheric corrosion remediation
 - Odorization equipment installation, maintenance & testing
 - Regulator station inspections
- Own and manage processes, and lead direct reports, subcontractors, and consultants to desired outcomes.
- Strong interpersonal skills, flexibility, and customer service orientation.
- Understand and adhere to all commercial and contractual obligations
- Ability to prepare routine administrative tasks and timely submission of electronic reports.
- Maintain familiarity with steel welding procedures to evaluate quality to meet company standards.
- Maintain certification and perform a plastic fusion of mains and services and proper installation of mechanical fittings.
- Compliance records and documentation
- Interface with clients & state regulators on a regular basis
- Understand, review, and comply with state and federal pipeline safety regulations
- Read and interpret maps and construction design plans.
- Maintain Operator Qualification (OQ) certification
- Perform performance evaluations, procedure effectiveness reviews, and annual qualifications for clients and company personnel
- Perform state and federal regulatory audits as needed
- Other duties as assigned.

Supervisory Responsibilities

- Will manage job site teams in coordination with the Operations Manager
- Supervise the daily activities of assigned frontline employees including:
 - Reviewal and approval of timesheets
 - Review job sheets to ensure accuracy
 - Coordinate daily work activities
 - Complete annual performance reviews
 - Review employee qualifications to ensure they are current
 - Approve employee expense reports and invoices generated in day-to-day activities
- Supervise employees' activities related to the warehouse to ensure an accurate count at year-end
- Maintain appropriate levels of stock in the warehouse

MINIMUM QUALIFICATIONS

- Bachelor's Degree or Associates Degree in Management, Engineering or a technical discipline preferred. High School Diploma or equivalent is required
- Construction Management, Natural Gas, or Utility experience is highly preferred
- Management of a field team is highly preferred
- Computer experience especially with various applications including ShareFile, SharePoint, and ESRI is preferred
- Experience with utility locating, GPS and/or GIS systems and software is preferred
- Able to work independently and be self-motivated
- Possess strong written and verbal communication skills
- Able to pass initial and continuous federally required Operator Qualification evaluations
- Able to effectively operate various company supplied equipment
- Willingness to travel, including overnight stays
- Maintain a positive work atmosphere through effective interactions and communications with co-workers, management, and clients
- Maintain a safe environment for co-workers, clients, and the public through adherence to established safety standards and timely reporting of potential hazards
- Must possess a valid driver's license and a good driving record
- Able to pass a background and driving check, employment history, and drug screening

BENEFITS

USDI offers an excellent benefit package and a salary that will be commensurate with the level of experience, skills, and ability possessed by the candidate. USDI benefits include the following:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short and Long Term Disability Coverage
- 401(k) Retirement Savings Plan

USDI OFFICE LOCATIONS

Unionville, MO 63565

SUBMIT RESUME TO

Utility Safety & Design, Inc.
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