



Utility Safety & Design, Inc.  
9540 W. Harry St.  
Wichita, KS 67209  
(316) 239-7313  
www.usdi.us

## OPERATIONS MANAGER

### JOB SUMMARY & ESSENTIAL FUNCTIONS

USDI is seeking an **Operations Manager** as an integral member of the Client Operations team and carries out processes in accordance with the direction, policies, and objectives set by the client. The primary responsibility of this position is to lead the team on the site – this includes understanding the project scope, workforce planning, preparation, execution, and completion of the proper compliance documentation. The Operations Manager is responsible for the coordination of the scope of work, schedule the team, approve expenses including time sheets as necessary, and oversee the smooth operation of the assigned office and team.

- Own and manage processes, and lead direct reports, subcontractors, and consultants to desired outcomes
- Strong interpersonal skills, flexibility, and customer service orientation.
- Understand, review, and comply with state and federal pipeline safety regulations
- Ability to prepare routine administrative paperwork.
- Prepare work estimates for construction and operations activities
- Ensure proper project technical aspects are being assigned
- Coordinate the work of the team in the field.
- Coordinates the location of other utilities and underground facilities relative to construction activities.
- Perform all required compliance field tasks as specified by the client contract.
- Prepare all required compliance documentation and reporting as specified by client contract.
- Complete pipeline safety inspection as specified by client contract.
- Knowledge of shop security and safety procedures.
- Leads and ensures the safety procedures are being followed
- Compliance records and documentation
- Interface with clients on a regular basis
- Leakage surveys and leak investigations utilizing standard industry equipment
- Odorization testing and reporting
- Inspections of mains and services
- Emergency valve inspections and maintenance
- Cathodic Protection Testing and Troubleshooting
- Regulator and relief valve installation, testing, and maintenance
- Maintain Operator Qualification (OQ) certification

UNIONVILLE, MO  
28847 US HWY 136  
Unionville, MO 63565  
(660) 947-3316

SHELBYVILLE, KY  
1018 Mt. Vernon Dr.  
Shelbyville, KY 40065  
(502) 513-5127

OLNEY, IL  
1927 Miller Drive  
Olney, IL 62450  
(618) 392-5502

KIRKSVILLE, MO  
210 N Elson St. Suite C  
Kirksville, MO 63501  
(660) 474-0079

BELLEVILLE, IL  
9 Executive Woods Ct.  
Belleville, IL 62226  
(618) 277-1520

PRINCETON, MN  
31481 125 ½ ST NW  
Princeton, MN 55371  
(660) 474-0789

PITTSBORO, IN  
7421 N. Co Rd. 225 E.  
Pittsboro, IN 46167  
(317) 417-3374

## **Supervisory Responsibilities**

- 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
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Preferred:

- Managerial experience is highly preferred
- 4-Year Degree or Equivalent
- Natural Gas, Utility and Construction experience

### Required:

- Utility Operations or Construction experience
- Able to work independently
- Motivate a work team and lead the team in the completion of projects
- Maintain a positive work atmosphere through effective interactions and communications with coworkers, management, and clients
- Possess strong written and verbal communication skills
- Physically prepared for hands-on job tasks in all types of weather conditions
- Able to pass initial and continuous federally required Operator Qualification (OQ) evaluations
- Willingness to travel, including overnight stays
- Experience with utility locating, GPS and/or GIS systems and software a plus
- Maintain a safe environment for co-workers, clients, and the public through adherence established safety standards and timely reporting of potential hazards
- Accountable for daily safety meetings on construction sites with the team.
- 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

## **ABOUT USDI**

Utility Safety and Design, Inc. (USDI – [www.usdi.us](http://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. Whatever your natural gas needs, USDI is your full-service partner. Since 1969 we've served more than 450 pipeline, master meter, municipal, and utility systems across the Midwest – some with a single service (such as leak surveys, cathodic protection surveys, regulator station inspections, and plan development and implementation), others as professional engineers, and still others as the 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.

## **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
- Life Insurance
- Short- and Long-Term Disability Coverage
- 401(k) Retirement Savings Plan

## **USDI OFFICE LOCATION:**

- Wichita, Kansas

## **SUBMIT RESUMES TO:**

Tyler Enloe, P.E.

[tyler@usdi.us](mailto:tyler@usdi.us)