

Position Title: Project Manager
Reports To: Vice President of Engineering and Operations
FLSA Status: Full-Time (Exempt)
Date: July 17, 2024

JOB SUMMARY

The Project Manager (PM) leads a small design team of four individuals focused on natural gas infrastructure replacement projects. The PM plays an integral role in job scope creation, design, permitting, bidding, construction oversight and retirement activities.

ESSENTIAL FUNCTIONS

Supervisory Responsibilities:

- Directs a design team of two Field Planners, one Mapping Technician and one SCADA Technician.
- Assists in training of department employees and personnel.
- Organizes and oversees the schedules and work of assigned staff.
- Conducts performance evaluations that are timely and constructive.
- Manages employee performance and provides guidance as needed in accordance with company policy.

Duties/Responsibilities:

- Plans and prioritizes daily activities related to project work and associated operations.
- Measures productivity by analyzing performance data, financial data, and activity reports.
- Coordinates with other departments such as human resources, finance, marketing, safety and training, operations, and construction to ensure safe and efficient operations.
- Facilitates project inspection by field staff or third-party personnel to cover construction activities.
- Assists with the annual review and updating process of company manuals and procedures.
- Works with local municipalities, NYSPSC, NYSDOT, NYSDEC, USACE, railroads, private landowners, and stakeholders to permit facility replacements and installations.
- Facilitates communication among clients/customers and engineers, ensuring specifications, budgets, and deadlines are clearly communicated and understood.
- Serves as project manager for multiple projects, creating timelines and cost projections, organizes collaborative meetings, and ensures projects comply with specifications, timelines, and budgets.
- Creates designs and reviews plans for technical accuracy.

- Writes construction procedures for energizing natural gas facilities and abandoning existing mains and services.
- Assists with both capital and O&M budget preparation for operations department.
- Negotiates contracts with outside vendors for materials and services.
- Maintains knowledge of new trends, developments, technologies, materials, and best practices; applies this knowledge to continually improve the safety and performance of Corning's natural gas system.
- Coordinates the operation and maintenance of the SCADA system to monitor pipeline pressures, flowrates, and equipment functions.
- On a rotating basis, serves as the on-call supervisor to oversee after hours emergencies and monitor SCADA alarms.
- Performs pipe and equipment sizing to ensure appropriate installations for services, mains, meters, regulators, and relief valves.
- Interface with NYS Public Service Commission Staff during field and records audits.
- Assist with annual material inventory.
- Coordinate easement / ROW acquisition.
- Assists with the coordination of pipeline right of way clearing and maintenance.

Financial Accountability (With VP of Engineering and Operations):

- Responsible for competitively bidding all capital and maintenance projects to contractors.
- Provides input and recommendations regarding annual capital and O&M budgets review.

Physical Location and Safety:

- Ensure department work areas are maintained, safe and clean.
- Ensure safety and health compliance at both office and field work locations.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- The person in this position exhibits integrity, dedication, self-discipline, and a sense of responsibility.
- The person in this position must have the ability to work independently, take initiative and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment.
- The person in this position must have the ability to establish effective relationships and work in a team environment to meet team and Corning Natural Gas goals.
- The person in this position must possess, or be willing to obtain, a thorough understanding of Corning Natural Gas procedures and policies.
- Must have a demonstrated ability to manage people and assets.
- Demonstrates a proactive approach to resource coordination and efficient decision making under times of duress.
- Formal project management training and experience.
- This position requires the ability to exhibit poise, clarity, and self-control in stressful, ambiguous, or emotionally demanding situations.



- Excellent written and verbal communication skills.
- Demonstrated analytical, problem-solving, statistical, and mathematical skills required.
- Must be familiar with budgeting and accounting concepts.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Ability to conceptualize long-term business goals and develop orderly processes to accomplish those goals.
- Thorough understanding of engineering theory and design criteria.
- Thorough understanding of applied math and physics.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Knowledge of land surveying practices and techniques.
- Experience operating GPS equipment.
- Familiarity with computer-aided drafting (CAD) and GIS software.

EDUCATION AND EXPERIENCE

- Bachelor's degree in engineering or closely related field. Candidates with an AAS degree in engineering may be considered.
- Minimum of six years working in the utility industry or similar field. Prefer direct experience in a natural gas utility.
- Prefer a minimum of three years working in a leadership role.

POSITION TYPE, SALARY RANGE, AND ANTICIPATED HOURS

This is a full-time position. Days and hours of work are Monday through Friday, 7:00am to 4:00pm. Hours can vary based on Company needs and project schedules. Salary range is \$100,000 -125,000 depending on experience.

TRAVEL REQUIREMENTS

25-35% Weekly travel within Corning's service territory (project layout, site visits, meetings, etc.). Primarily within Steuben County and Chemung County New York, but occasional travel to distant service area locations may be required.

OTHER RESPONSIBILITIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Other tasks may be assigned as needed.



Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All employees are employees "at will."

Project Manager

Date

HR Manager

Date

Corning Natural Gas is an Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, national origin, age, disability, wages, or genetic information.

PHYSICAL DEMANDS

See Attached Physical Demands Form.

WORKING CONDITIONS

See Attached Work Environment Form



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Physical Requirements Check-Off Form

Check off only the physical abilities that are directly related to the essential functions of the job.

Caution: Make sure you are not setting stricter requirements than for similar workers already employed.

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Physical Activity Required	Amount of time				
	Never	On Occasion	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Standing					X
Walking					X
Sitting					X
Fingering or manual dexterity					X
Repetitive finger motion					X
Lifting or exerting force			X		
Up to 10 pounds			X		
Up to 25 pounds			X		
Up to 50 pounds			X		
Up to 100 pounds			X		
Over 100 pounds	X				
Reaching or stretching			X		
Climbing or balancing			X		
Crouching or stooping			X		
Creeping or crawling		X			
Speaking					X
Hearing					X
Tasting	X				
Smelling					X
Seeing (with correction)					X
Close vision					X
Distance vision					X

Color discrimination					X
Peripheral vision					X
Depth perception					X
Focusing ability					X



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Work Environment Check-Off Form

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Physical Activity Required	Amount of time			
	None	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Outdoor weather conditions			X	
Wet or humid conditions (non-weather)		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Fumes or air-borne particles		X		
Toxic or caustic chemicals	X			
Bloodborne pathogens	X			
Risk of fire or explosion		X		
Risk of electric shock		X		
Prolonged exposure to vibration	X			
Loud noise level		X		

Other factors that are applicable may be added as appropriate.

I accept the position as outlined above and have read and understand the above job description.

Signature

Date

Witness

Date