

**Position Title:** Field Planner

**Reports To:** Project Manager

**FLSA Status:** Full-Time (Non-Exempt)

**Salary Range:** \$26.44 - \$42.31 Hourly

**Date:** August 28, 2024

### **JOB SUMMARY:**

The Field Planner will design the replacement of natural gas infrastructure such as distribution and transmission main, services and associated regulation and metering equipment. The Field Planner will be responsible for acquiring permits, private easements, coordinating construction schedules and determining inventories for assigned projects. The Field Planner may be required to utilize Autodesk software to create or modify design drawings.

### **RESPONSIBILITIES:**

- Under general supervision perform field layout of natural gas mains, services and appurtenances.
- Perform flow calculations using specialized software to determine the appropriate size of piping, meters, regulators and other natural gas appurtenances.
- Develop and maintain working relationships with municipal Highway and Public Works Departments.
- Responsible for writing and processing permits for service and pipe access on municipal property.
- Work closely with construction department and company contractors.
- On assigned projects, the Field Planner acts as the point of contact for contractors, municipal officials and customers.
- Work with the Mapping Technician to produce professional CAD design drawings for construction and various special projects.
- Create material take-offs and work with Warehouse personnel to ensure availability for projects.
- Operate locating, surveying and office equipment associated with natural gas construction work.
- May occasionally oversee construction projects and provide guidance to field crews.
- Draft easement documents and work with landowners to complete easement agreements.
- Work with customers on new service requests, existing facility replacements and abandonments.
- Assist with the coordination of pipeline right of way clearing and maintenance.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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 department and Corning Natural Gas goals.
- The person in this position must have intermediate computer skills and the ability to learn new software programs.
- The person in this position must possess (or acquire) a thorough understanding of Corning Natural Gas processes, procedures and policies.
- 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.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.

## **REQUIRED QUALIFICATIONS:**

- High School Diploma
- Minimum of six years of natural gas utility design/construction experience
- General understanding of engineering theory and design criteria
- Demonstrated ability to review and understand construction drawings
- Northeast Gas Association operator qualifications
- Knowledge of tax maps, parcel boundaries and public right-of-way
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Must possess a valid Driver's license

## **DESIRED EDUCATION AND EXPERIENCE:**

- AAS Degree in Mechanical Engineering or related technical field
- Experience in project design, planning and management
- Experience in storm water and erosion control measures and permitting
- Knowledge of GPS equipment and land surveying practices
- Proficient with Autodesk and ESRI software

**WORK ENVIRONMENT:**

The Field Planner is expected to split their time working in both a professional office environment as well as in the field.

**POSITION TYPE AND ANTICIPATED HOURS:**

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 4:00 p.m. Hours can vary based on business needs.

**TRAVEL REQUIREMENTS:**

The Field Planner is expected to spend approximately 50% of their time in the field performing layout and design work or monitoring construction activities. There may be occasional travel outside of the Corning Natural Gas service area required to assist in other Corning locations.

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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Manager

\_\_\_\_\_  
Date