

Job Title	Crew Leader
Date Approved	15-JUN-2011
Grade	4
Exemption Status	Non Exempt
Brief Description	<p>Responsible for providing direction and oversight of crews engaged in the full range of general construction and maintenance activities on transmission and distribution systems and facilities as applicable. Performs such work in accordance with Company, regulatory and safety procedures.</p>
Detailed Description	<p>THIS JOB DESCRIPTION DOES NOT ATTEMPT TO LIST ALL OF THE DUTIES THAT ARE OR MAY BE PERFORMED IN THIS POSITION. PRIMARY DUTIES/RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Plans, directs, oversees and participates in all activities associated with construction and maintenance work assignments. Determines and organizes crew and equipment requirements. Secures necessary materials and tools. 2. Provides customer service regarding complaints and/or questions during new installations and repairs. Advises customers of work to be performed on customers' property. 3. Assesses training needs, coordinates delivery of needed training and monitors the quality of training provided. 4. Monitors and provides feedback to the team on job performance, disciplinary issues, operations and team objectives. 5. May perform welding operations, as required. 6. May oversee, coordinate and inspect work of contractor crews to ensure compliance with Federal, state and local codes and regulations and Company standards. 7. Performs activities to ensure responsiveness to natural gas and other emergencies. 8. Completes and maintains accurate records and reports to comply with Company and regulatory requirements. <p>OTHER DUTIES/RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. May be required to hold stand-by duty, work shifts, holidays, weekends, emergency call outs, and occasional extensive hours. 2. Is subject to reporting outside regular work area. 3. Identifies, addresses, and reports safety and encroachment issues to their resolution and completion. 4. Is responsible for the safe operation and inspection of assigned Company vehicles and equipment.

5. Demonstrates support for and adheres to the Company's values, strategies, policies and procedures and exhibits the core values of AtmoSpirit, Customer Service, Safety and the Company's Code of Conduct both as an individual contributor, team member and/or leader of others.

6. Must become familiar with the contents of the Safety Manual, live by the spirit of its intent and become involved in creating and maintaining a safe working environment. Must complete all required safety training.

Educational/Experience Level:

High school diploma or equivalent and
Four years natural gas construction and maintenance field experience.

Certificates, Licenses, etc.:

Must have and maintain minimum Operator Qualifications (OQs) and classroom training for position.

Requires a valid driver's license and CDL in accordance with Company standards.

Must have and maintain a Competent Person certificate.

Must obtain and maintain any other required OQs and classroom training or certifications within six months.

May require a welding certificate.

Computer Skills:

Requires working knowledge of various software applications for data entry, reference and/or retrieval tasks.

Communication Skills:

Requires the ability to communicate with internal/external customers to obtain and/or provide explanations and/or information.

Work Conditions:

Works outdoors in all types of weather and may be exposed to extremes of climate and temperatures, high noise levels, rough terrain, and occasional work on ladders, roofs, attics, and under houses as well as confined spaces.

Works as an individual contributor and/or as member of a team.

May have residence requirement due to call-out response time.

Physical Demands:

Requires occasionally performing activities including, but not limited to, bending, stooping, grasping, reaching, twisting, turning and/or lifting.

Requires the acute sense of sight and hearing (corrected or uncorrected) and strong sense of smell.

Must be able to lift tools, equipment and materials up to and including 60 pounds.

Other Requirements:

As a Safety-Sensitive position, pre- and post-employment screenings, including but not limited to drug testing as outlined by the Department of Transportation (DOT) and Pipeline and Hazardous Materials Safety Administration (PHMSA), and motor vehicle record (MVR) background checks are required.

Atmos Energy is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability, or veteran status.