

## Staff PH DR-2

### Job Descriptions

*file as Confidential*

Chief Financial Officer	QuickBooks, A/P, bank recs, PSC & other annual reports; draft taxes
Operations Manager	Manager over all operating personnel
Office Manager	CSR, Payroll, also supervise 2-3 Techs
CSR Customer Svc Rep	billing, pmts, customer contacts & records, emergency dispatch
Compliance Manager	DOT & PSC records, audits, reports, manage PL safety compliance
Operations Asst	Asst to Ops Mgr, foreman to Techs; large meters & reg stations
Construction Supervisor	Foreman over 1-2 Techs for PRP, repairs, extensions, projects
Field Technician	All facets of gas utility work, meters-regs-PLs-leaks-repairs