



PROJECT FOREMAN – ERIE, PA

National Fuel is currently seeking a **Project Foreman** for an outstanding career opportunity in our **Operations** department located at our **Erie Servicenter** located in Erie, PA. In addition to the Erie Servicenter, supervisors could be asked to work out of our Summit Field or West County Servicenter. The Project Foreman's initial responsibilities will be to become a subject matter expert on a multi-year implementation project to modernize the existing electronic systems used by Field Operations personnel. As a member of the National Fuel team, you will enjoy an exciting and challenging work environment where top performance is recognized and rewarded.

PRIMARY RESPONSIBILITIES:

During this multi-year project, daily responsibilities of the Project Foreman's will include:

- Act as a liaison between Operations and technical support staff
- Assist with system configuration, testing, maintenance, and training
- The employee will be responsible for learning the systems' functionality and Operations Department processes to determine how to leverage the systems to meet business needs

Once the project is fully implemented, daily responsibilities of the Project Foreman's will include:

- Project management including scoping and estimating of daily, routine, system operating/maintenance and pipeline installation projects within the defined service territory
- Project planning and work-order prioritization for personnel associated with field operations
- Front-line direct field supervision of hourly field employees involved with pipeline upgrades and repairs, system maintenance, and associated projects
- Time management and productivity analysis of hourly field employees
- Regular contact with customers regarding gas service issues and concerns in order to maintain appropriate customer service levels
- Coordination of daily emergency response logistics

MINIMUM QUALIFICATIONS:

- Associate's Degree
- Exceptional analytical, problem solving skills, strong technical competencies, and the ability to grasp new technologies
- Proficiency in Microsoft Office (Excel and Word) is required.
- Candidates must demonstrate initiative, professionalism, and excellent interpersonal and communication skills, have the ability to multi-task, ability to interact with customers to resolve complaints in a timely manner and possess the ability to work independently as well as in a cooperative team environment.

PREFERRED QUALIFICATIONS:

- Bachelor's degree with concentrations in Engineering, Business Administration, Construction Management, MIS/Computer Science are preferred.
- Prior experience in SAP, PeopleSoft GIS and Carto Pac. is desirable, however entry-level candidates are encouraged to apply.

ABOUT NATIONAL FUEL:

National Fuel is a diversified energy company headquartered near Buffalo, NY. Our employees continue to be the most important part of our Company and have made us who we are today. We are dedicated to the communities in which we live and work and have nearly 2,000 employees in Western NY and Northwest PA. National Fuel is proud to have an inclusive workplace where diversity is valued, hard work is rewarded and promotion from within is supported. We offer exciting career opportunities for talented and ambitious job seekers and encourage you to apply today.

COMPENSATION AND BENEFITS:

The rate of pay for the Project Foreman will be commensurate with experience.

National Fuel offers a comprehensive benefits package including the following:

- Medical and Prescription Drug Coverage
- Dental Coverage
- Vision Coverage
- 401(k) with Company Match
- Company Funded Retirement Savings Account
- Flexible Work Schedule
- Paid Time Off
- Paid Company Holidays
- Parental Leave for Mothers and Fathers
- Tuition Reimbursement
- Life Insurance
- Long Term Disability Insurance
- Flexible Spending Account
- Charitable Giving Programs

HOW TO APPLY

Any candidate offered a position with National Fuel will be required to successfully complete a pre-employment drug test. For confidential consideration, please submit your resume and cover letter (preferably in PDF format) by **March 27, 2019** to:

National Fuel
#19-007PA
P.O. Box 2081
Erie, PA 16512
jobs@natfuel.com

Please reference position #19-007PA in the subject line of your email

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