

## **JOB DESCRIPTION**

Title: District Manager – Lincoln and Colfax County

Zia Natural Gas Company is a local natural gas distribution company (gas utility). Zia currently serves approximately 39,000 customers in the state of New Mexico primarily in Colfax, Dona Ana, Lea, and Lincoln County. Zia is organized with local district offices in each major operating area. The local districts are responsible for meter reading, bill collection, customer service work, operations, maintenance, construction, and business management. Zia Natural Gas Company offers medical and dental insurance, profit sharing, and 401(k) savings plans. Zia is an Equal Opportunity Employer.

The District Manager for Zia Natural Gas Company will be responsible for the following duties for the operating District:

- Oversee all office, operations, maintenance, and construction functions for Zia;
- Coordinate with Office Manager and Operation and Maintenance Supervisor to:
  - Organize workflow within Office and Operation Departments,
  - Ensure NMPRC and PHMSA regulatory compliance,
  - Enforce company policies and procedures;
- Respond to and plan correction of identified Abnormal Operating Conditions;
- Oversee Construction activities including planning, permitting, obtaining materials, working with contractor, and supervise or verify installation meets company standards;
- Work with System Engineer on design of large construction projects and gas system operational performance;
- Work with Pipeline Safety Manager on PHMSA regulatory compliance, training, D&A program compliance;
- District budget preparation and control;
- Prepare monthly Project Reports to Capitalize construction work;
- Inventory Control;
- Review all Accounts Payable;
- Resolve escalated customer disputes;
- Complete Internal Company Reports;
- Review Emergency Calls and Emergency Response;
- Represent Company at local government and private organizations such as Planning Board, Emergency Management Committees, and Chamber of Commerce;
- Overall Business Manager for Company in the District.

Qualified candidates must have a proven track record of managing multiple people and issues, show technical operations skills, demonstrate ability to problem solve, and have a basic knowledge of business accounting. Qualified candidate must have a H.S. Diploma or GED. Associate degree or higher is preferred but not necessary. Qualified candidate should be skilled at verbal and written communications and be able to use MS Word and Excel.

Due to federal regulations, Zia's vehicle insurance requirements, and nature of job description, a criminal background check, pre-employment drug screening, and driving record check are required.

Please submit the attached Employment Application to the local Zia Natural Gas Company office or email to [humanresources@zngc.com](mailto:humanresources@zngc.com).

510 E Bender Blvd  
Hobbs, NM 88240  
(575)392-4277

100 Short Dr  
Ruidoso Downs, NM 88346  
(575)378-4277

3700 W Picacho Ave  
Las Cruces, NM 88007  
(575)526-4427