



# City of Phoenix

## PETROLEUM SUPPLIES SUPERVISOR

JOB CODE 04160

Effective Date: 05/11

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to manage the city's petroleum supply of gasoline, diesel, E-85 and biodiesel. The incumbent is responsible for forecasting petroleum purchases, pipeline shipments and receipts, custody, disbursement, storage at city facilities and for the update and retention of inventory and disbursement records. Direct supervision is exercised over Equipment Operators, Fuel Management Specialists, Equipment Service Aid and Fuel System Support Technicians. The Petroleum Supplies Supervisor works under the general supervision of Equipment Management Division's Operations Manager.

### **ESSENTIAL FUNCTIONS:**

- Manages a petroleum operation and supervises employees involved in the storage, administration and disbursement of products;
- Procures and controls petroleum supplies;
- Establishes procedures for petroleum products inventory management;
- Establishes and manages an industrial and vehicle accident prevention program;
- Establishes and maintains a five year fuel site and fuel monitoring software, maintenance and replacement plan.
- Coordinates calculation of overhead fee and price charged for fuel.
- Provides for product inspection and quality assurance testing;
- Coordinates supplier deliveries;
- Coordinates distribution of petroleum products;
- Ensures contract compliance and integrity;
- Assists in the purchasing of petroleum products and equipment necessary for fuel storage locations;
- Manages all aspects of city owned fueling locations including, but not limited to, the scheduling of tank testing, permitting, and maintenance of fuel dispensing equipment;
- Produces and distributes monthly City Wide Fuel Inventory;
- Serves as a resource for technical issues regarding fuel storage and disbursement;
- Reviews and comments on all fuel related State legislative bills;
- Manages alternative fuel program;
- Maintains regular and reliable attendance;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity..

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- The function and capabilities of fuel storage system components.
- Fuel monitoring and management systems and software.
- Effective supervisory practices.
- Storage and distribution of fuel and petroleum products.
- Common business practices relating to the purchase, pricing, terms, shipment, taxes, accounting, and payment for fuel and petroleum products.
- Arizona Department of Transportation, State, County, and City ordinances and laws relating to hazardous materials and hazardous material transportation.
- United States Environmental Protection Agency, Arizona Department of Environmental Quality, County and City ordinances and laws relating to fuel tanks and distribution systems, both above and underground.
- Arizona Department of Transportation and Federal Motor Carrier Regulations as related to the transportation of hazardous materials.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate in writing and orally in the English language with customers, co-workers, and the public in face-to-face one-to-one settings or using a telephone.
- Work cooperatively with other City employees and the public.
- Make arithmetical computations (multiplication, division, percentage calculations, addition, and subtraction).
- Develop spreadsheets and written reports.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to



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drive a City vehicle or if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of experience in the storage and distribution of fuel and petroleum products, including two years of supervisory experience. Other combinations of experience and education that meet the minimum requirements may be substituted.