

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. PUTENGAA37R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Public Service Commisision
4. Civil Service Position Code Description PUBLIC UTILITIES ENGINEER-A	10. Division Gas Safety & Operations
5. Working Title (What the agency calls the position) Gas Safety Engineer	11. Section Gas Safety North
6. Name and Position Code Description of Direct Supervisor MAILLOUX, JASON M; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor CHISLEA, DAVID J; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 7109 W. Saginaw Hwy, Lansing, MI 48917 / M-F; 8 AM – 5 PM (On Call 24/7)

14. General Summary of Function/Purpose of Position

This position as a gas safety engineer provides enforcement of the Michigan Gas Safety Standards, minimum federal pipeline safety regulations, and various orders and directives to ensure the protection and safety of persons and property in the State of Michigan with regards to gas pipeline safety. Performs reviews of pipeline operators to ensure compliance with their own design, construction, operation, maintenance, and emergency procedures. Also responsible for receiving notification of gas-related pipeline accidents and failures at all times of the day, responding on-site when necessary to facilitate investigations, and preparing technical reports for recommendations to prevent reoccurrence. Provides the Commission with technical assistance and support in the preparation of data and information related to gas pipeline safety; serves as a designated task force or special project leader on in-house gas operations' projects or industry committees; serves as the lead investigator on special onsite assignments; and testifies as an expert witness in contested proceedings related to gas pipeline safety.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage: 50**

Conduct field inspections and investigations, inspections regarding pipeline safety, pipeline operators and incidents. Would have completed required training and function independently as lead inspector for standard inspections, team inspections or special assignments.

Individual tasks related to the duty:

- Serve as the Gas Safety Engineer responsible for a portion of the state and as a lead inspector for team inspections or special assignments.
- Review specifications for design, construction, and testing of pipelines constructed in Michigan for compliance with the pipeline safety regulations.
- Act as a lead inspector on major pipeline, storage field, or facility construction projects.
- Conduct onsite inspections of design, construction, operations, and maintenance of jurisdictional distribution, transmission, storage, and gathering facilities.
- Conduct audits of files and records to monitor and ensure pipeline company operations are within the limits of applicable standards and regulations.
- Function as a case coordinator in controversial cases related to gas safety.
- Provide testimony as key witness in cases related to gas safety.
- Lead and participate in audits of transmission integrity management programs, public awareness plans, distribution integrity management plans, control room management procedures, drug and alcohol inspections, and gathering line determinations using the applicable industry standards.

Duty 2**General Summary:****Percentage: 25**

Work with outside groups, agencies, or regulated utility companies. Represent the Commission as a team lead with outside groups, state agencies, or regulated utility companies. Serve as lead worker on special field assignments.

Individual tasks related to the duty:

- Represent the Commission as a team lead with outside groups, state agencies, or regulated utility companies. Serve as lead worker on special onsite assignments. This may include participating in rulemaking, implementation of new federal standards, participate in a multi-state workgroup, etc. Represent the U.S. Department of Transportation's Pipeline and Hazardous Materials Safety Administration in Michigan as their agent representative, in regard to inspection and/or enforcement of minimum federal pipeline safety regulations for jurisdictional intrastate and interstate operators.
- Represent the Commission on items related to pipeline safety, including but not limited to, State of Michigan and National workgroups.
- Interpret provisions of the Michigan Gas Safety Standards to pipeline operators as non-compliance issues are identified. Prepare internal reports, recommendations, and correspondence to pipeline operators regarding findings.
- Confer with gas company executives, engineers, and Staff to facilitate resolution of non-compliance violations and to prevent recurrence.
- Review and evaluate all company operation and maintenance plans, which are required to be filed with the Commission. Additionally, make recommendations for changes to these standards where required.

Duty 3**General Summary:****Percentage: 10**

Special projects. Work independently with other organizational divisions of the staff in major controversial cases, or on major special projects or field assignments. Serve as a designated task force, or special project leader on in-house projects, or as the lead worker on special field assignments.

Individual tasks related to the duty:

- Serve as a designated task force or special project leader on in-house gas operations' projects or industry committees or as the lead worker on special onsite assignments. Examples of major controversial cases, major special projects, and onsite assignments include gas pipeline construction projects that are controversial because of location or scope, gathering line determinations, and farm tap inspections.
- Analyze and critique testimony and exhibits of expert witnesses in matters related to gas pipeline safety, assist with preparation of Staff positions, and act as key witness in cases related to gas pipeline safety.
- Develop factual data for and to brief the Commissioners in areas of technical expertise to assist in their knowledge of applicable issues related to gas pipeline safety.
- Participate in recommendations for revisions and additions to the Michigan Gas Safety Standards and provide input for evaluation of new technology developed in the gas industry for Staff acceptance.
- Prepare related technical or engineering studies, letters, procedures, or other documents as requested by the Section Manager.

Duty 4**General Summary:****Percentage: 10**

Provide 24-hour, seven day a week emergency response.

Provide emergency response to gas related emergencies explosions and other incidents. Completed required training.

Individual tasks related to the duty:

- Be available to receive after-hours incident reports from operators.
- Be prepared to travel, as required and often immediately, to an incident site to conduct an investigation. Collect evidence and conduct interviews as needed to assist in determining cause.
- Report to incidents with less experienced staff to train and mentor staff in incident investigation.
- Prepare, lead and conduct post-incident interviews.
- Provide technical expertise to all involved authorities in a state of emergency, including the determination of hazards to persons or property, corrective actions to be taken, assistance to law enforcement and other officials, procedures for clearing an area of gas, and determination of safe occupancy in the case of evacuations.
- Communicate to specific internal recipients' details of the events.
- Investigate and evaluate gas-related explosions, accidents, and failures to determine probable cause, compliance with standards, and recommend ways to prevent possible reoccurrence, including serving as the lead investigator in complex and significant incidents or investigations.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

The individual in this position works independently onsite and is solely responsible for all initial decisions regarding inspections and incident investigations. For inspections, this would include: scheduling and conducting inspections with the company representatives, determining violations of the regulations, reviewing violations and corrective actions with the pipeline operator representatives, following up on corrective actions, and determining if corrective actions are sufficient to place the company in compliance with the Gas Safety Standards. During incident investigations, the individual in this position is the sole representative of the MPSC and must make all initial decisions regarding the investigation. For incidents, such decisions can be complex in nature and are critical for identifying the root cause and ensuring a factual, unbiased investigation by the pipeline operator is conducted.

17. Describe the types of decisions that require the supervisor's review.

Many of the decisions will be reviewed by the Manager afterward, usually weeks or months later. Notices of probable violation of the Michigan Gas Safety Standards and incident reports issued to operators are reviewed by the Manager, and in the case of penalty recommendations, are reviewed by the Manager and the Division Director.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Travel to inspections and audits is frequently required and often overnight trips. This position is exposed to all facets of the business of the gathering, transmission, storage, and distribution of gas. This includes: construction inspections requiring the inspector to visit active construction sites, which can be in remote areas and require the traversing of difficult terrain; incident investigations, which may expose the inspector to blowing or burning gas or facility/building debris; vault inspections, which may require entry by the individual into a confined space; and inspections of compressors stations and other high pressure gas transmission sites, which exposes the inspector to high-pressure gas piping and excessive noise requiring hearing protection.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

See previously listed duties.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**25. What is the function of the work area and how does this position fit into that function?**

The Gas Operations Section provides support to the Commission for a wide-range of activities involving engineering issues in the production, gathering, transmission, storage, safety, and distribution of gas. The gas safety function of this Section is to enforce the Michigan Gas Safety Standards and thereby ensure that operators of gas gathering, transmission, storage, and distribution systems construct and operate their systems in a manner that does not endanger the safety of the people of Michigan. The individual in this position is the onsite inspector that visits operator sites and determines compliance with the pipeline safety regulations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**EDUCATION:**

Possession of a bachelor of science degree with a major in engineering.

EXPERIENCE:**Public Utilities Engineer 12**

Three years of professional experience in public utilities engineering involving the analysis of utility rate structures, operations and safety standards and practices equivalent to a Public Utilities Engineer, including one year equivalent to a Public Utilities Engineer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to deal effectively with emergencies; maintain control in the face of physical hazards; deal with the public on controversial issues; maintain records, data, and reports; read and interpret engineering plans and specifications; set work priorities. Excellent written and oral communication skills. Strong computer skills using Microsoft Word and Excel. Educational or experience exposure to legal principles. Knowledge of the practices and principles of gas utility engineering. Knowledge of the Michigan Gas Safety Standards, knowledge of the federal pipeline safety regulations, and an understanding of the engineering principles regarding the construction and operation of gas pipeline systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Professional engineering registration preferred, but not required.
- Valid Michigan driver's license is required.
- Certificate of successful completion, receive a waiver to, or equivalent approved course, of the following courses administered by United States Department of Transportation's Pipeline and Hazardous Materials Safety Administration: PHMSA-PL0150, PHMSA-PL1250, PHMSA-PL1255, PHMSA-PL1310, PHMSA-PL3242, PHMSA-PL3256, and PHMSA-PL3293.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.