

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. PUTENGEA27R

## 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.

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

**14. General Summary of Function/Purpose of Position**

This position functions as a gas safety engineer and 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 in the area of gas pipeline safety. Performs reviews of pipeline operators to ensure compliance with their own design, construction, operation, maintenance, and emergency standards. 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 recurrence.

**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 conduct field inspections based on level of attained training with guidance readily available from a supervisor or senior level worker.

**Individual tasks related to the duty:**

- Serve as the Gas Safety Engineer responsible for inspecting and investigating pipeline operators in an assigned section of the state.
- Conduct audits of files and records to monitor and ensure utility operations are within the limits of applicable standards and regulations.
- 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.
- Participate in pipeline operator audits of integrity management, operator qualification, public awareness, and drug and alcohol plans.

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

Work with outside groups, agencies, or regulated utility companies.

**Individual tasks related to the duty:**

- Issue verbal and written exit summaries of inspection finding a to gas operators if violations are found or recommendations are made.
- 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 Standards which are required to be filed with the Commission. Also make recommendations for changes to these standards where required.
- Review specifications of design and testing of pipelines constructed in Michigan for compliance with the Standards.

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

Special projects as assigned. Would work as a contributing member of project teams with supervisor guidance.

**Individual tasks related to the duty:**

- Serve as a task force or special project member on in-house gas operations' projects or industry committees or as a worker on special onsite assignments.
- Assist with analyzing and critiquing 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 a contributing capacity in cases 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.
- Assist in the development factual data for and to brief the Commissioners to assist in their knowledge of applicable issues related to gas pipeline safety.
- Under supervision, 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 based on level of attained training.

**Individual tasks related to the duty:**

- Provide 24-hour, seven days a week, emergency response to gas-related emergencies, explosions and other incidents which require protection of the general public and could be indicative of violations of pipeline safety regulations.
- 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.
- Provide assistance 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.

**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.**

While in training, this position works in the field and is responsible for decisions regarding inspections and incident investigations. For inspections, this would include: scheduling of the inspection with the company representatives, determination of Standards' violations; while under supervisor's oversight, review violations and draft corrective actions, follow-up on corrective actions, and determine if corrective actions are sufficient to place the pipeline operator in compliance with the Gas Safety Standards. During incident investigations, the individual in this position is the representative of the MPSC and makes initial decisions regarding the investigation.

**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 violations of the Michigan Gas Safety Standards issued to operators are reviewed by the Manager, and in the case of fine 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 field inspections and audits is required at times. The individual on this job is exposed to all facets of the business of the transmission, storage, and distribution of gas. This includes: construction inspections requiring the inspector to visit active construction sites, which can be in remote areas; incident investigations, which may expose the inspector to blowing or burning gas; vault inspection, 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.

**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):**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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 duties previously listed.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Updating PD to be in line with current duties and better align with the experienced level work on the current senior standards. Position now requires the six mandatory courses instead of seven and was an oversight not to update PD.

**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 9**

No specific type or amount is required.

**Public Utilities Engineer 10**

One year 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 9.

**Public Utilities Engineer P11**

Two 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 10.

**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:**

- Six mandatory training courses for gas inspectors must be completed within 3 years and the gas safety person must pass the test given at each training class.
- Professional engineering registration preferred, but not required.
- Valid Michigan driver's license is required.

**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.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***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.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date