

**State of Michigan
Civil Service Commission**

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

Position Code

1. PUTENGA

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) Damage Prevention Engineer	11. Section Damage Prevention
6. Name and Position Code Description of Direct Supervisor MUNDORF, ELEANOR 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 Remote work available / M-F; 8 AM – 5 PM (On Call 24/7)

14. General Summary of Function/Purpose of Position

This position performs engineering duties related to damage prevention, including serving as a designated task force or special project leader on internal gas safety and operations' projects and initiatives; representing the Commission staff on external initiatives and industry committees; serving as the lead investigator on special field assignments; testifying as a key staff witness in contested proceedings related to pipeline safety or damage prevention, and conducting enforcement of the Michigan MISS DIG Underground Facility Damage Prevention and Safety Act (PA 174), the Michigan Gas Safety Standards, the 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 areas of underground facility damage prevention and 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, failures, and damage-related incidents at all times of the day, responding on-site when necessary to facilitate investigations, and preparing technical reports for recommendations to prevent recurrence. Provides the Commission with technical assistance and support in the preparation of data and information related to damage prevention and 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: 65

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:

- Lead investigations and inspections as a Damage Prevention Engineer in PA 174 complaints, damage prevention cases, and damage-related incident cases as assigned.
- Develop, coordinate, and present staff positions with regard to PA 174 complaints and damage-related incident cases.
- Serve as lead inspector on team inspections or special assignments by acting as single point of contact for the inspection/investigation, coordinating team efforts, reviewing and finalizing team work products, and providing guidance and support to less experienced staff.
- Investigate and evaluate damages to underground pipelines and utilities to determine probable cause, compliance with standards, and recommend ways to prevent possible recurrence. Serve as the lead investigator in complex and significant incidents or investigations that may include injuries, significant property damage, or major impact to customers or industry.
- Review and interpret Commission rules and regulations, policies, past Commission orders, other state agency rules and regulations, and other applicable ordinances.
- Representing the Commission staff, confer with gas or other utility company executives, engineers, excavators, and other involved parties regarding damage complaints, violations, and penalties while facilitating resolution and settlement of cases. Prepare, review, and finalize internal reports, recommendations, and correspondence to interested parties regarding investigation and inspection findings.

Duty 2

General Summary:

Percentage: 10

Provide 24-hour, seven days a week, emergency response. Provide emergency response to damage prevention and gas-related emergencies, explosions, and other incidents. Completed required 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 and/or PA 174.
- Receive after-hours incident reports from operators and notify staff and Section Supervisor or Manager when on-site investigation is necessary
- 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 them in conducting incident investigations.
- Prepare, lead and conduct post-incident interviews, as needed.
- 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 details of the events to specific internal recipients.
- 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 that may include injuries, or significant property damage.

Duty 3

General Summary:

Percentage: 10

Back up Gas Safety Engineers on excavation damage related cases and pipeline safety responsibilities, including conducting inspections and investigations regarding pipeline safety and pipeline operators. Serve as a lead inspector for standard inspections, team inspections, or special assignments.

Individual tasks related to the duty:

- Act as a lead inspector in team inspections and other special or complex assignments. This includes acting as a lead inspector on major pipeline, storage field, or facility construction projects.
- Conduct 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.
- Review specifications for design, construction, and testing of pipelines constructed in Michigan for compliance with the pipeline safety regulations.
- Review and evaluate company operation and maintenance plans, which are required to be filed with the Commission. Make recommendations for changes to these standards where required.
- Representing the Commission staff, confer with gas company executives, engineers, and Staff to facilitate resolution of non-compliance violations and to prevent recurrence.
- Interpret provisions of the Michigan Gas Safety Standards to pipeline operators as non-compliance issues are identified. Draft, review, and issue reports, recommendations, and correspondence to pipeline operators regarding findings.
- Lead and participate in pipeline operator audits of integrity management programs, public awareness plans, operator qualifications, and drug and alcohol plans using the applicable industry standards.

Duty 4

General Summary:

Percentage: 5

Work with outside groups and agencies. 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:

- Issue verbal and written exit summaries of inspection or audit findings to involved parties if violations are found or recommendations are made.
- Draft, review, and finalize applications and reports related to the annual State Damage Prevention Grant awarded by Department of Transportation to support compliance of PA 174 of 2013.
- Representing the Commission staff, monitor and evaluate the progress of MISS DIG and any other entities having contractual agreements with the MPSC to implement the requirements in the State Damage Prevention Grant related to effective communication, effective employee training, public education, and other activities supported by the Grant.
- Draft, review, and finalize applications and reports related to the annual State One Call Grant awarded by PHMSA to assist with funding personnel for compliance of PA 174 of 2013.
- Representing the Commission staff, work with federal auditors to coordinate and finalize audit responses to PHMSA related to the State Damage Prevention Grant and the One Call Grant.
- Coordinate staff efforts on applications, reports, and monitoring of any additional grants.
- Representing the Commission staff, provide training and education to outside groups to support compliance with damage prevention requirements.

Duty 5

General Summary:

Percentage: 5

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:

- Lead internal initiatives and coordinate staff efforts to participate in damage prevention initiatives, gas operation projects, industry committees, task forces, or special onsite assignments by acting as single point of contact, coordinating team efforts, and reviewing and finalizing team work products, and providing guidance and support to less experienced staff.
- As a team leader, collect, compile, and publicly post excavation damage data as required under PA 174.
- Provide recommendations for revisions and additions to the damage prevention rules and regulations, and Michigan Gas Safety Standards. Provide input for evaluation of new technology developed for staff acceptance.
- Compile and analyze data on issues related to damage prevention and gas pipeline safety. Brief the Commissioners to improve their knowledge of applicable issues.
- Analyze and critique testimony and exhibits of expert witnesses in matters related to damage prevention and pipeline safety, prepare staff positions, and act as key staff witness in cases related to damage prevention and gas pipeline safety, including complex, contested, and major cases.
- Perform other research, tasks, engineering reports, and procedures as necessary in carrying out the goals of the Section and Division.
- Prepare related technical or engineering studies, letters, procedures, or other documents as requested by the Section Manager.
- Lead team efforts to complete special projects as assigned.

Duty 6

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.

This position works independently and is 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 excavator or pipeline operator representatives; following up on corrective actions; and determining if corrective actions are sufficient to place the company in compliance with the MISS DIG Underground Facility Damage Prevention and Safety Act and Gas Safety Standards. During incident investigations, including complex, significant, or high-consequence incidents, this position may be 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 excavator and pipeline operator are conducted. This position may review decisions made by others and make determinations on quality and accuracy.

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 MISS DIG Underground Facility Damage Prevention and Safety Act, Michigan Gas Safety Standards, and incident reports issued to operators are reviewed by the Section Manager, and in the case of penalty recommendations, are reviewed by the Section 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, investigations, and audits is frequently required and often involves overnight trips. This position is exposed to all facets of the business of 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 into a confined space; and inspections of compressor 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | 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 listed previously.

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 & Safety Division 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 damage prevention function of this Section is to enforce the MISS DIG Underground Facility Damage Prevention and Safety Act and Michigan Gas Safety Standards and thereby ensure that pipeline operators, utilities, and anyone involved in underground excavation work operates in a manner that does not endanger the safety of the people of Michigan. This position is the inspector which actually visits operator sites and determines compliance with the pipeline safety regulations and the MISS DIG Underground Facility Damage Prevention and Safety Act.

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.

Knowledge of the practices and principles of gas utility engineering. Knowledge of the MISS DIG Underground Facility Damage Prevention and Safety Act, Michigan Gas Safety Standards, federal pipeline safety regulations, and an understanding of the engineering principles regarding the construction and operation of gas pipeline systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

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