

Position Code

1. PUTENGE

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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 & Regulatory Affairs
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Michigan Public Service Commission
4. Civil Service Position Code Description	10. Division
Public Utilities Engineer 9-P11	Gas Safety & Operations
5. Working Title (What the agency calls the position)	11. Section
Damage Prevention Engineer	Damage Prevention
6. Name and Position Code Description of Direct Supervisor	12. Unit
Eleanor Mundorf, State Administrative Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
David Chislea, State Division Administrator 17	Various-Home Office/7109 W. Saginaw, Lansing, MI, 8 am – 5 pm, Mon-Fri, (24 hr./7 day on call)

14. General Summary of Function/Purpose of Position

This position performs engineering duties related to damage prevention and conducts 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 of Duty 1

% of Time 65

Conduct field inspections and investigations, inspections regarding pipeline safety, pipeline operators and incidents. 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 a Damage Prevention Engineer inspecting and investigating PA 174 complaints, damage prevention cases, and damage-related incident cases as assigned.
- Participate in team inspections or special assignments.
- Investigate and evaluate damages to underground pipelines and utilities to determine probable cause, compliance with standards, and recommend ways to prevent possible recurrence. For complex or significant incidents or investigations, collaborate with other staff.
- Collaborate with other staff to review and interpret Commission rules and regulations, policies, past Commission orders, other state agency rules and regulations, and other applicable ordinances.
- As a member of Commission staff, confer with gas or other utility company executives, engineers, excavators, and other involved parties regarding PA 174 and damage prevention related complaints, violations, and penalties while facilitating resolution and settlement of cases. Collaborate with other staff to prepare internal reports, recommendations, and correspondence to interested parties regarding investigation and inspection findings.

Duty 2

General Summary of Duty 2

% of Time 10

Provide 24-hour, seven days 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 and/or PA 174.
- 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.
- Participate in post-incident interviews.
- 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 details of the events to specific internal recipients.
- Investigate and evaluate gas-related explosions, accidents, and failures to provide input on probable cause, compliance with standards, and ways to prevent possible reoccurrence.

Duty 3

General Summary of Duty 3

% of Time 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. Conduct inspections based on level of attained training with guidance readily available from a supervisor or senior staff.

Individual tasks related to the duty.

- 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 of 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. Draft recommendations for changes to these standards where required.
- As a member of Commission staff, confer with gas company executives, engineers, and staff to facilitate resolution of non-compliance violations and to prevent recurrence.
- Collaborate with other staff to interpret provisions of the Michigan Gas Safety Standards to pipeline operators as non-compliance issues are identified. Draft reports, recommendations, and correspondence to pipeline operators regarding findings.
- 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 of Duty 4

% of Time 5

Work with outside groups and agencies. Would generally not represent the Commission with outside organizations but would be a part of a team or group participating with outside organization meetings.

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 applications and reports related to the annual State Damage Prevention Grant awarded by Department of Transportation to support compliance of PA 174 of 2013.
- Monitor 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, employee training, public education, and other activities supported by the Grant.
- Draft 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.
- Work with federal auditors and coordinate audit responses to PHMSA related to the State Damage Prevention Grant and the One Call Grant.
- Contribute to staff efforts on applications, reports, and monitoring of any additional grants.

Duty 5**General Summary of Duty 5****% of Time 5**

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

Individual tasks related to the duty.

- Participate in damage prevention, gas operation projects, industry committees or special onsite assignments.
- Collaborate with other staff to 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.
- Collaborate with other staff to compile and analyze data on issues related to damage prevention and gas pipeline safety. Prepare materials to support briefing the Commissioners to improve their knowledge of applicable issues.
- Collaborate with other staff to analyze and critique testimony and exhibits of expert witnesses in matters related to damage prevention and pipeline safety, prepare Staff positions, and act as staff witness in cases related to damage prevention and gas pipeline safety.
- Collaborate with other staff to perform other research, tasks, engineering reports, and procedures as necessary in carrying out the goals of the Section and Division.
- Collaborate with other staff to prepare related technical or engineering studies, letters, procedures, or other documents as requested by the Section Manager.

Duty 6

General Summary of Duty 6

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

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16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Make initial decisions regarding inspections and incident investigations. For inspections, this would include: scheduling and conducting inspections with the company representatives; making initial determinations of violations of the regulations; reviewing violations and corrective actions with the excavator; facility owner/operator 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, this position is a 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 of the excavator and pipeline operator are conducted.

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

Many of the decisions are reviewed by the Manager. The Manager may review decisions as they're being made or revisit them 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 is 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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

- 20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

☐ 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 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. The individual in 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 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 and /or operations and safety standards and practices equivalent to a Public Utilities Engineer, including one year 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 and /or 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 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:

- Professional engineering registration preferred, but not required.
- Valid Michigan driver's license is required.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.