

<b>Position Code</b> 1. PUTENGEA27R
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**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Licensing & Regulatory Affairs
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Michigan Public Service Commission
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Public Utilities Engineer 9-11	Gas Safety & Operations
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Gas Safety Engineer	Gas Safety South
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Jason Mailloux, State Administrative Manager 15	
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
David Chislea, State Division Administrator 17	Various-Home Office*/7109 W. Saginaw Hwy, Lansing, MI 8 am – 5 pm, M-F, (24 hr./7 day on call)

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

\*With regards to work location, after an initial probationary period this position has the potential to be assigned to a remote office or home work station in various regions of the State. The specific location of a remote office or home work station will be dependent on the business needs of the agency.

The function of a gas safety engineer, under supervision, 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 of Duty 1**                      **% of Time 85**

Under supervision, serve as the Gas Safety Engineer responsible for inspecting and investigating pipeline operators in an assigned section of the state. At all times, the safety engineer is representing the Commission and must be politically astute and sensitive to current issues.

**Individual tasks related to the duty.**

- Conduct field inspections of design, construction, operations, and maintenance of jurisdictional distribution, transmission, and gathering facilities.
- Investigate and evaluate gas-related explosions, accidents, and failures to determine probable cause, compliance with standards, and recommend ways to prevent possible reoccurrence.
- Conduct audits of files and records to monitor and ensure utility operations are within the limits of applicable standards and regulations.
- Represent the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration in Michigan as their agent representative, in regard to enforcement of minimum federal pipeline safety regulations for jurisdictional intrastate and interstate operators.
- 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.
- 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. 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.
- 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.

Duty 2

**General Summary of Duty 2**                      **% of Time 10**

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.

**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.
- 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.

Duty 3

**General Summary of Duty 3**

**% of Time 5 \_\_\_\_\_**

Other duties as assigned.

**Individual tasks related to the duty.**

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Duty 4

**General Summary of Duty 4**

**% of Time \_\_\_\_\_**

**Individual tasks related to the duty.**

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Duty 5

**General Summary of Duty 5**

**% of Time \_\_\_\_\_**

**Individual tasks related to the duty.**

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Duty 6

**General Summary of Duty 6**

**% of Time \_\_\_\_\_**

**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.**

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 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 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. (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):**

- |   |  |
|---|--|
| <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 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 Safety & Operations Division provides the Commission with a wide-range of activities involving engineering issues in the production, transmission, storage, safety, and distribution of gas. The gas safety function of this division is to enforce the Michigan Gas Safety Standards and thereby ensure that operators of gas 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 field inspector which actually 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-E 9

No specific type or amount is required.

Public Utilities Engineer-E 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.

OR

Three years of an equivalent type of professional engineering experience. Relevant engineering experience varies by position and may include: gas or liquid pipeline/facility or reservoir/storage engineering, risk management, operations and maintenance, damage prevention and public awareness, enforcement, construction, inspection, oversight of such functions, or other related job functions in the associated industry.

Public Utilities Engineer-E 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.

OR

Four years of an equivalent type of professional engineering experience. Relevant engineering experience varies by position and may include: gas or liquid pipeline/facility or reservoir/storage engineering, risk management, operations and maintenance, damage prevention and public awareness, enforcement, construction, inspection, oversight of such functions, or other related job functions in the associated industry.

**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:**

Seven 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. Class costs and travel expenses are covered to attend the out of state required training.

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.**