

<b>Position Code</b> 1. ENGRMGR3B09N
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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 and 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>
Engineer Manager 14	Energy Operations
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Gas Safety Manager	Gas Operations
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
David Chislea, State Administrative Manager 15	Infrastructure
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Patricia Poli, State Division Administrator 17	7109 W. Saginaw, Lansing, MI, 8 am – 5 pm, Mon – Fri, 80 hr./pay period, On call 24/7

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

This position serves as manager of the Infrastructure Unit within the Gas Operations Section and Energy Operations Division. This position is responsible for directing, coordinating and supervising programs, activities and staff assigned to this Unit. Programs are related to pipeline safety, gas infrastructure improvements, gas utility capital spending, gas utility operations and maintenance spending, gas infrastructure replacement plans and reconciliations, customer attachment programs, natural gas utility certificates of public convenience and necessity (Act 69), well connection permits, gas production records, siting for natural gas facilities (Act 9), siting for liquid facilities (Act 16), siting natural gas storage (Act 238), and Technical Standards for Gas Service (460.2301 *et. seq.*). This position advises management and division directors on pipeline siting, as well as the gas transportation infrastructure in Michigan.

**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** 50

Oversee the review of gas utility capital, operating and maintenance expenditures in utility rate cases. Oversee the review of gas utility infrastructure replacement programs and reconciliations, and customer attachment programs.

**Individual tasks related to the duty.**

- Oversee the development of staff positions regarding gas utility capital expenditures and operating and maintenance expenditures in utility rate cases.
- Oversee the development of staff positions regarding utility infrastructure improvement and replacement program plans and reconciliations in contested cases.
- Review expert witness testimony drafted by subordinate staff, suggesting modifications as appropriate.
- Draft and sponsor expert witness testimony in contested cases as necessary.
- Confer with gas company executives, engineers, and Staff to ensure gas utility operations and planning functions are reasonable, prudent, and in the best interests of Michigan citizens. As appropriate, work with gas utilities to improve operations and planning functions.
- Serve as the key technical advisor to MPSC management regarding MPSC Staff positions and testimony in contested cases in which the Division participates.
- Serve as the key technical advisor to MPSC management and the Commission regarding gas utility infrastructure improvements.

Duty 2

**General Summary of Duty 2**                      **% of Time** 25

Oversee the review of siting applications for natural gas pipelines, hazardous liquid pipelines and natural gas storage facilities in Michigan. Oversee the review of gas utility applications for certificates of public convenience and necessity.

**Individual tasks related to the duty.**

- Oversee the development of staff positions regarding siting applications for natural gas pipelines (Act 9), hazardous liquid pipelines (Act 16), and natural gas storage facilities (Act 238).
- Oversee the development of staff positions regarding gas utility applications for certificates of public convenience and necessity (Act 69).
- Review expert witness testimony drafted by subordinate staff, suggesting modifications as appropriate.
- Draft and sponsor expert witness testimony in contested cases as necessary.
- Confer with gas company executives, engineers, and Staff, as well as other parties to contested cases to negotiate settlements of outstanding issues when possible.
- Serve as the key technical advisor to MPSC management regarding pipeline siting and gas utility certificates of public convenience and necessity.

Duty 3

**General Summary of Duty 3**

**% of Time 15**

Supervise the staff of the Infrastructure Unit.

**Individual tasks related to the duty.**

- Interview, select, and recommend staff, ensuring diversity in hiring and promotions.
- Ensure staff are properly trained to perform their responsibilities; identify where training is needed.
- Assign work to ensure responsibilities of the Unit and the Division are met. Review and approve as needed.
- Evaluate and verify employee performance through the review of completed assignments, deadlines met, and work techniques. Conduct annual performance evaluations. Counsel as needed to improve.
- Make recommendations for promotions and provide documentation necessary to support those recommendations.
- Approve or deny annual leave requests; make sure appropriate documents are filed for extended use of sick leave or worker compensation matters; approve time.
- Meet with management and division director as needed to provide updates on the functions of the Unit.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Oversee the administration of the Gas Technical Standards including the customer attachment program.

**Individual tasks related to the duty.**

- Oversee the administration of the Gas Technical Standards including managing issues related to suggested changes from the regulated industry and changes to meet Staff requirements.
- Oversee the development of staff positions regarding gas utility customer attachment program plans and results.
- Oversee the development of staff positions in docket cases related to Gas Technical Standards.
- Oversee and manage customer complaints related to customer attachment programs, meter test programs, and other issues related to the Gas Technical Standards.

Duty 5

**General Summary of Duty 5**

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

Perform other research, tasks, engineering reports and procedures as necessary in carrying out the goals of the Unit, Section, and Division and other duties as assigned.

**Individual tasks related to the duty.**

- Perform other research, tasks, engineering reports and procedures as necessary in carrying out the goals of the Unit, Section, and Division and other duties as assigned.

Duty 6

**General Summary of Duty 6**

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

**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.**

Determine Unit priorities. Determine how to appropriately represent the Commission to federal and state agencies, consumers, businesses, associations and special interest groups. Perform responsibilities independently with minimal executive direction. This position works in the field and office and is responsible for decisions regarding inspections and investigations including determinations regarding potential violations and corrective actions necessary.

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

Decisions that have a large financial impact on utilities, excavators, pipeline operators, oil and gas producers, landowners, royalty owners, and ratepayers. Matters which have political implications, new law or policy. Dramatic changes in expenditure of MPSC budgeted funds.

**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.**

This position is exposed to all facets of utility business including the transmission, storage and distribution of natural gas. This includes: onsite construction inspections at active construction sites, some in remote areas, incident investigations which may expose the individual to blowing or burning natural gas, vault inspection which may require entry by the individual into a confined space, inspections of compressor stations, and other high pressure gas transmission sites which expose the individual 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>
Cynthia Creisher	Public Utilities Eng Spec 13		
Kevin Spence	Public Utilities Engineer 12		
Vacant	Public Utilities Engineer 9-12		

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work.                      |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work.                     |
| <input checked="" type="checkbox"/> Approve leave requests.            | <input checked="" type="checkbox"/> Review work.                      |
| <input checked="" type="checkbox"/> Approve time and attendance.       | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand.                  | <input checked="" 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 in Section 15.

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

Updated. Responsibility for Gas Technical Standards was added and pipeline safety responsibilities were moved to a new position. Additionally, the list employees this position oversees was updated.

**25. What is the function of the work area and how does this position fit into that function?**

The Infrastructure Unit provides the Commission with a wide-range of activities involving engineering issues in the production, transmission, storage, safety, and distribution of natural gas. This Unit is responsible for the review of capital and operations and maintenance expenditures in natural gas utility rate cases. The function of this Unit includes compliance with siting requirements outlined in Act 9 for natural gas pipelines, Act 16 for hazardous liquid pipelines, Act 238 for natural gas storage facilities, and Act 69 for certificates of public convenience and necessity. Additionally, the Unit is responsible for the administration of the programs and requirements found in the rules contained in Production and Transmission of Natural Gas (460.851 *et. seq.*) and Technical Standards for Gas Service (460.2301 *et. seq.*). The Gas Technical Standards function of this Unit is to manage Michigan natural gas customers issues related to attachment programs, metering, and gas quality. The Production and Transmission of Natural Gas function of this Unit is to manage Michigan natural gas production issues related to well connections, natural production, and transmission by pipeline.

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 in engineering.

**EXPERIENCE:**

Five years of professional experience equivalent to an Engineer, including three years equivalent to an Engineer P11; two years equivalent to an Engineer 12, Engineer Manager Licensed 12, or Engineering Licensed Specialist 12; or one year equivalent to an Engineer Manager 13, Engineering Specialist 13, Engineer Manager-Licensed 13, or Engineering Licensed Specialist 13.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to formulate procedures and to analyze and appraise issues in order to make effective recommendations. 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 specifications; set work priorities. Excellent written and oral communications. Knowledge of the practices and principles of gas utility engineering. Must be politically astute and sensitive to current issues.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Preference will be given to candidates that have completed the mandatory training for pipeline safety inspectors. Professional engineering registration is preferred, but not 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.**