

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY Public Utilities Commission of Ohio
DIVISION OR INSTITUTION Service Monitoring and Enforcement Department (SMED)
UNIT OR OFFICE Facility and Operations Field Division (FOFD)

Update 870000U

POSITION CONTROL NUMBER 20073194  CLASS TITLE PUCO Gas Pipeline Safety Compliance Investigator  CLASS NUMBER 23181	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New <input checked="" type="checkbox"/> Change                    County of Employment Hancock		
	USUAL WORKING TITLE OF POSITION Field Investigator (Gas)		
	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20069908, PUCO Administrator 2		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. to 5:00 p.m. Normal shift consists of eight hours worked in the field. Shall be required to take no less than a 30 minute and no more than an hour unpaid lunch period.		
	Page 1 of 4		
	JOB DESCRIPTION AND WORKER CHARACTERISTICS		
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	60	As Commission and Federal representative, schedules, coordinates and conducts independent field audits and inspections of natural gas pipeline system facilities, construction operations and records (which may require overnight travel) to ensure compliance with Federal and State Pipeline Safety Rules and Regulations; conducts field inspection and record review of interstate and intrastate gas transmission lines, gas distribution lines, gas gathering lines and all related facilities on these lines. Review companies' policies, procedures, practices and records pertaining to the implementation of the gas pipeline safety program including the operating and maintenance plan, emergency plan, drug and alcohol plan, operator qualification plan, public awareness plan and integrity management plan. Works with company personnel in the field to conduct field tests to determine accuracy of records and effectiveness of operation, maintenance and training programs, including conducting leak survey, corrosion control monitoring, pressure regulation and overpressure protection inspection, valve inspection, patrolling, and other inspections required by state and federal pipeline safety regulations. Reviews related records for compliance. Provides work direction and training over less experienced compliance investigators.	Knowledge of: (5) management, (9a) lead work, (10) safety practices of technical construction and operation of pipeline systems and safety, (11a) public relations, (11b) human relations, (13b) PUCO policies and procedures, (16) Interviewing, (22) electronic data processing (i.e., PC, laptop using Microsoft Office Package)*, (23) PUCO rules and regulations, federal (Pipeline Safety Regulations parts 191, 192 and 199), and Ohio Revised Codes pertaining to gas utilities.* Skill in: (25a) typing*, (25b) Word Processing (Microsoft Office Package including Microsoft Excel, Microsoft Word, Powerpoint) and Filemaker Pro* , (28) inspection and investigation techniques (pipeline) and auditing, (29) gas test equipment, computer equipment, standard office equipment. Ability to: (30l) define problems, collect data, establish facts and draw valid conclusions, (30m) interpret extensive variety of technical material in books, journals and manuals, (30n) deal with some abstract but mostly concrete variables, (30s) must maintain a valid Ohio drivers license, will be required to travel overnight, (31e) calculate fractions, decimals and percentages, (31h) use statistical analysis, (32k) complete routine forms, (32l) maintain accurate records, (32r) prepare meaningful, concise, and accurate reports, (32s) proofread technical materials, recognize errors and make corrections,
	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
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20069908, PUCO Administrator 2

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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15	Collects, summarizes, and analyzes information derived from audit/inspections; independently prepares reports on laptop computer reflecting inspection results and prepares notification of probable noncompliances (if applicable) and submits to GPS chief for review. Collects and/or oversees collection of data and evidence for formal Commission proceedings. May testify as an expert witness at formal hearings of possible safety violations. Draft formal GPS Investigative Report when the violation originated as a result of their inspection. Provides updates to GPS chief on changes in company information for GPS database.	(32t) use proper research methods in gathering data, (34b) work alone on most tasks, (35e) must be able to walk, sit and/or stand for extended periods of time (up to eight hours), must be able to bend, stoop, twist, walk, climb and walk on uneven surfaces, must be able to get in and out of a vehicle up to 50 times a day. Must be able to climb and lower self into restricted areas.  Knowledge of: 11a, (13a) office practices and procedures, 13b, 22, 23. Skill in: 25a, 25b, 29. Ability to: 30m, 30n, 30s, 32k, 32l, (32o) originate routine business letters reflecting standard procedures, (32q) understand manuals and verbal instructions technical in nature, 32r, 32t, (32u) prepare and deliver speeches and/or testimony before specialized audiences and general public, (33e) gather, collate, and classify information about data, people, or things, 35e.
5	Investigates pipeline incidents and service failures resulting in fatalities, injuries, extensive damage, customer outages, etc., (may require after hours responses). Determines operator compliance in accidents, cites possible violations of standards, and makes appropriate recommendations. Prepares complete summary of incident (i.e., takes photographs, interviews witnesses, and if necessary confiscates circumstantial evidence at scene). Investigates incidents and service failures to ensure that operator was following regulations and procedures. Verifies that operator is taking steps to prevent recurrence. Prepares and submits related reports for GPS chief's review. Checks and administrates incident and service failure reports from operator.	Knowledge of: 10, 11a, 13b, 16, 22. Skill in: 25a, 25b, 29. Ability to: 30l, 30n, 30s, 32k, 32l, 32r, 32s, 32t, (32x) develop complex reports and position papers, 33e, (34c) cooperate with co-workers on group projects, (34f) handle sensitive inquiries from and contacts with officials and general public, 35e.

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 CLASS NUMBER 23181

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Field Investigator (Gas)      20069908, PUCO Administrator 2

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8:00 a.m. to 5:00 p.m. Normal shift consists of eight hours worked in the field. Shall be required to take no less than a 30 minute and no more than an hour unpaid lunch period.

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5	Reviews company response to letters of probable noncompliances and determines if response is satisfactory. Conducts follow-up visits to ensure corrective action has been taken by operator after notification of probable noncompliances, makes recommendations to section chief for corrective action, prepares testimony when formal enforcement actions are taken on operators found to be in noncompliance. Prepares noncompliance progress reports and provides written updates to the GPS chief every sixty days.	Knowledge of: 10, 11a, 13b, 23. Skill in: 25b, 29. Ability to: (30k) understand practical field of study (gas pipeline safety), 30m, 30n, (30o) understand somewhat abstract field of study (gas operations and gas pipeline safety), (30r) deal with many variables and determine specific action, 30s, 31h, 32k, 32l, 32o, 32q, 32r, 32t, 32u, 33e, 34f, 35e.
5	Maintains current working knowledge of gas pipeline standards, regulatory requirements, computer software, and other areas as needed (grammar, report writing, etc.). Participates in education and training programs, which may require out-of-state travel by airplane and/or car. Must successfully complete all required in-service training programs to remain in the classification after development.	Knowledge of: 10, 11a, 13b, 23. Skill in: 25b, 29. Ability to: (30g) understand system of mechanical or other procedures (gas operations and gas pipeline safety), 30k, 30m, 30n, 30o, 30s, (32i) comprehend simple sentences with common vocabulary, 32q, 35e.
5	Participates in negotiations and serves as mediator in disputes between operators, public officials and general public. Investigates complaints and inquiries from general public, government agencies, legislators, etc. and compiles and submits written report on findings on appropriate form. Acts as field liaison for Commission, public, state, and federal officials. Presents information at seminars on pipeline safety rules and regulations and compliance programs. Participates in National Association of Pipeline Safety Representatives (NAPSR) committee assignments as required by GPS chief which may involve out of state travel.	Knowledge of: 10, 11a, 13b, 23. Skill in: 25b, 29. Ability to: (30b) recognize unusual or threatening conditions and take appropriate action, (30f) deal with problems involving several variables in familiar context, (30h) apply principles to solve practical everyday problems, 30n, 30o, 30s, 31h, 32u, (32aa) lecture on politics, economics or science to highly specialized groups, 34c, 34f, (34i) resolve complaints from angry citizens and government officials, 35e.

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5	<p>Examines and checks annual reports from intrastate companies as well as incident, serious service failure, construction annual reports, and emergency contact lists. Contacts companies to obtain additional information or clarification. Performs clerical tasks related to position (e.g. faxing, copying, mail, filing, typing, answering phones, labeling files, sorting correspondence, filing documents). Submit daily activity reports, Time sheets, project sheets, interstate post inspection memos and weekly reports to GPS chief. Drafts data requests, obtains information from company and performs other tasks related to job. Attends regularly scheduled GPS staff meetings.</p> <p><b>Report-in Location:</b> Ohio Department of Public Safety Ohio State Highway Patrol 3201 North Main Street Findlay, OH 45840 (Subject to change at the discretion of employer without notice)</p>	<p>Knowledge of: 10, 11a, 13a, 13b, 22, 23. Skill in: 25b, 29. Ability to: (30e) carry out instructions in written, oral or picture form, 30f, 30h, 30n, 30o, (31c) comprehend and record figures accurately, (31d) add, subtract, multiply and divide whole numbers, 31e, 31h, (32e) read short sentences with basic, concrete vocabulary, (32j) copy material accurately and recognize grammatical and spelling errors, (33b) sort items into categories according to established methods, (33c) code items from one symbolic form to another, (33d) check pairs of items that are similar or dissimilar, 33e, 34c, 35e.</p> <p>*Developed after employment.</p> <p><b>Additional Position Specific Requirements:</b> Must successfully complete all required in-service training programs to remain in the classification; gas pipeline safety. Must be able to communicate clearly and effectively. Ability to testify as a witness at a formal hearing. Significant overnight travel is required for training and/or completion of job duties.</p>

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