



North Dakota
Public Service Commission

Gas Pipeline Safety Inspector and Program Manager

North Dakota Public Service Commission

Location: Bismarck area

Salary: \$5,687 - \$7,327

Closing Date: October 18, 2018

Position Number: 408-5005

Status: Full-time, Regular

Type of Recruitment: Internal/External

The primary responsibility of this position is to manage the Commission's gas pipeline safety program and conduct pipeline safety reviews, inspections, audits, and investigation.

Summary of Work:

- Interpret and enforce state and federal regulations related to natural gas pipeline safety.
- Conduct field inspections of natural gas pipeline design, construction, operation, and maintenance.
- Conduct reviews of the natural gas pipeline operator's plans, procedures, and programs.
- Conduct audits of the natural gas pipeline operator's records.
- Conduct exit conferences with company officials following inspections and audits.
- Conduct investigations of natural gas pipeline incidents.
- Write case evaluations and draft Notices of Probable Violations, Motions, Orders, Formal Complaints, and recommendations concerning alleged violations for review by the Division Director.
- Generate and maintain inspection records; enter information into state and federal computer data programs.
- Provide technical expertise and advice to the Division Director, industry, and the general public regarding natural gas pipeline safety.
- Respond to consumer inquiries and informal complaints concerning natural gas pipeline safety.
- Represent the PSC at public meetings, hearings, and conferences; testify at hearings as the chief witness for Commission staff.
- Participate in orientation and training of other inspectors and staff.
- Ensure the program is conducted in accordance with federal and state regulations, guidelines, and plans.
- Establish and maintain a data base to collect, analyze, and assess information to develop program priorities and quantify program effectiveness.
- Monitor and review enforcement activities and provide enforcement case management.
- Maintain natural gas pipeline safety records, files, and forms.
- Coordinate and organize annual federal audits and federal/state natural gas pipeline safety seminars.

- Serve as liaison to federal and state agencies and boards in the administration of the program and activities.
- Advise the Division Director on the maintenance and modification of the Division's federal rule adoption and state plans.
- Assist the Director in the compilation and submittal of the annual federal and state certification agreement and the gas pipeline safety grant.

Minimum Qualifications:

Requires a bachelor's degree in an energy or physical science field, **OR** an associate degree in a pre-engineering, math, energy, or physical science field and three years of work experience in state or federal code inspection and enforcement or as a technician in a pipeline related field; **OR** four years of work experience in state or federal code inspection and enforcement or as a technician in a pipeline related field.

The successful candidate must have excellent verbal, written, and interpersonal communication skills and ability to interact with the public; have good math skills; be a team player, work well with the regulated industry and the public; and be able to effectively use computers including Word, Excel and Outlook.

The job requires extensive travel. Employee must have a valid driver's license and maintain an acceptable driving record.

Preferred Qualifications:

- Knowledge in interpreting and enforcing state and federal regulations related to pipeline safety.
- Civil or Mechanical Engineering Degree.
- Knowledge and work experience conducting gas pipeline safety inspections and incident investigations.
- Work experience providing technical expertise and advice.
- Work experience organizing and hosting seminars, conferences, and public meetings.

Underfill Provision:

If no qualified applicants are found, we will consider filling as a Gas Pipeline Safety Inspector with a starting salary of no less than \$4,667 per month. Minimum qualifications requires a bachelor's degree in an energy or physical science field, **OR** an associate degree in a pre-engineering, math, energy, or physical science field and two years of work experience in state or federal code inspection and enforcement or as a technician in a pipeline related field; **OR** three years of work experience in state or federal code inspection and enforcement or as a technician in a pipeline related field.

Application Procedures: [Gas Pipeline Safety Inspector/Program Manager](#)

- Please provide details in the employment history sections of the application form on how your education, experience and skills will qualify you for this position. Supplemental information such as a cover letter, references, transcripts and resume may be included, but the initial review and score will be based on the information provided in your online

application. The cover letter must include a summary of how the applicant's education and work experience meet the minimum and qualifications and preferences.

- Please fill in all information requested on the application form, such as dates of employment, hours worked per week, credits earned, etc. **INCOMPLETE SECTIONS WILL NOT BE GIVEN CREDIT.**
- The Public Service Commission will score applications against the minimum qualifications and preferences listed on the job announcement and qualifying military service. After the scoring is completed, a certified list of eligible candidates will be forwarded to the executive secretary for further consideration and possible interview, based on the final scores.
- Applicants must be legally authorized to work in the United States.
- All application material must be received on the closing date by 11:59 pm or before the closing date.

The cover letter must include a detailed summary of how the applicant's work experience meets the minimum and preferred qualifications.

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include a copy of DD Form 214. Claims for disabled veteran's preference must also include a letter less than one year old from veterans' administration indicating disability.

Contact Charlene Magstadt at cmagstadt@nd.gov or (701) 328-4091, Toll Free at 1-877-245-6685 or TTY 1-800-366-6888 or 711 for more information or accommodation or assistance in the application or interview process.

Benefits:

The ND Public Service Commission offers challenging work opportunities, a full range of employee benefits including a comprehensive employer-paid health plan, paid leave, a retirement plan, flexible work hours, and more. For more information, contact our website at: www.psc.state.nd.us

Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.