

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV75583
Job Class Code:	800	Salary Schedule:	AREG
EEO Category:	04	Grade:	23
Workers Comp Code:	9410		
Job Code Established:	1/23/06	Effective Date:	07/05/05
Job Code Revised:		Effective Date:	

JOB CODE SERIES: General Engineering and Architecture

JOB CODE TITLE: PIPELINE SAFETY INSPECTOR SUPERVISOR

HRIS TITLE: PIPELINE SFTY INSPR SUPV

CHARACTERISTICS OF THE JOB CODE: Under the general direction of the Utilities Chief Engineering Analyst supervises and directs the activities of staff assigned to gas/hazardous waste pipelines; establishes work schedules for subordinate staff; prepares budget for work unit and monitors expenditures during the fiscal year; supervises and/or conducts the most complex plan reviews, construction inspections or compliance investigations; supervises the collection of data for rate base determinations.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Devises a schedule or timetable for work projects or functions. Resolves problems and questions presented by subordinate staff regarding work methods and processes. Directs, instructs, explains and counsels subordinate staff in carrying out a variety of tasks. Reviews work products or achievements of subordinate staff; evaluates work and formulates plans for improvement. Reviews utility construction plans and verifies that they are in accordance with designated specifications and other requirements. Inspects construction in progress, to assure its conformance with specifications, agreements and established requirements. Inspects natural gas facilities for code violations, forwards violation reports to supervisor. Inspects sites of proposed utilities construction in order to review all factors relating to proposals and to confirm or verify data as presented. Examines utility plans, design documents and facilities; performs engineering calculations, applies current codes and standards; subjects include transmission lines and systems distribution systems, transmission compression and gathering systems, regulator stations, switching stations, underground and aerial cable, central office equipment and microwave facilities; makes determinations and recommendations for approval or redesign.

Examines design of water, wastewater and pipeline systems to determine design adequacy and conformance with standards and codes with respect to capacity, supply, demand, safety, economy and other operational factors. Conducts field investigations relating to reported violations or irregularities in utilities; interviews complainants and others, examines evidence, and recommends actions. Examines and reviews utilities operational and maintenance manuals to confirm their effectiveness and conformance to standards, regulations or laws. Composes detailed investigative or inspection reports. Testifies in formal hearing and in court proceedings as an expert witness. Participates in legislative rule development and in the review and revision of national codes and standards. As a planning device, gathers data on work load or service load over designed period, then, making adjustment based on calculated estimates, projects same figures for future period. Approves drafts of notices of violation or cease and desist orders. Makes recommendations for various regulatory and enforcement procedures. Manages budget preparation and review, and manages the Pipeline Safety allocated budget throughout the year. Performs related work as required.

WORK CONDITIONS: May be exposed to extreme weather conditions; frequent daily and/or overnight travel.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: the principles and practices of engineering applicable to pipelines, as applied to the design, construction and maintenance of facilities and equipment used by utility companies; Federal and State statutes and agency rules, regulations, policies and procedures applicable to the regulation and compliance enforcement of utilities; investigation and inspection methods, procedures and techniques; the methods, procedures and techniques used in conducting utilities operator training seminars.

Skill in/Ability to: work management and work leadership; analyzing and evaluating a variety of technical data, including construction plans and engineering reports; the operation and maintenance of sensitive detection and monitoring equipment; interpersonal relations as applied to contacts with representatives of utility companies, the public and other agency staff; oral and written communications; identifying and resolving situations not in compliance with agency standards.

KSAs are typically obtained through experience and/or education in:

- Natural gas or hazardous liquids distribution systems inspections
- Utilities regulation
- Public utility
- Civil, Electrical, Environmental, Civil Technology, Chemical or Mechanical Engineering

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS:

- Possession of and ability to maintain valid Arizona driver's license appropriate to assignment may be required.