

## **Gas Circuit Rider Job Description**

Mission Statement: Help every member operate a safe distribution system by providing an effective Operator Qualification program and assisting them in complying with other regulatory requirements.

Reports to: Director of Training and Safety.

Administrative support provided by various MMUA Plymouth office staff.

General: The Gas Circuit Rider position is unique in that each member will have specific needs. The individual filling this position must be flexible in order to meet the unique requests of each location. The Circuit Rider is expected to work with very little supervision, manage multiple projects concurrently, and schedule time effectively to maximize value to membership. To effectively serve the membership across the state, the position will require extensive overnight travel at times.

### Duties

- Work with members to develop, maintain, and administer an effective and compliant Operator Qualification (OQ) program.
- At all times, be available for questions and be prepared to respond promptly.
- Conduct on-site training and evaluation as requested and as time allows, including both hands-on and classroom sessions. Examples include pipe joining qualification, use of CGI, squeeze off equipment, emergency plan/procedure review, etc. Pipe joining qualification to include destructive testing following operator's procedure.
- Correct written tests and record scores on score record sheets. Track qualification dates on qualification record spreadsheet. Send updated qualification records to supervisors in a timely manner.
- Assign OQ modules to employees through the EnergyU system and perform associated tasks such as resetting modules and adding new users.
- Transfer EnergyU results to qualification record spreadsheet.
- Document completion of hands-on evaluations on appropriate forms and on qualification record spreadsheet.
- Maintain records of all training and qualification completed.
- Actively participate in regulatory inspections. In most cases this includes visiting the site before the inspector arrives to ensure all required records are in order. It is expected that the Circuit Rider be present for the entire duration of every inspection.

### **Gas Circuit Rider Job Description (continued)**

- Serve as the primary liaison between MNOPS and pipeline operators. This may include functions such as inspection scheduling and providing input on proposed regulation changes.
- Make recommendations regarding changes to O&M Manuals, Emergency Plans, Public Awareness Plans, Integrity Management Plans, and other documentation required of pipeline operators. At the operator's request the Gas Circuit Rider will maintain the master copy of any/all Plans and provide updates to the operator reflecting mutually agreed-upon changes.
- Serve as a resource for operators using the SHRIMP program for developing IM Plans.
- Assist with on-line reporting requirements including annual reports, mechanical fitting failure reports, National Pipeline Mapping System (NPMS) submissions, and incident reports.
- Participate in the development of written operating procedures.
- Be available for occasional after-hours training, generally for fire departments.
- Stay current on regulatory changes and assist operators in determining how best to comply with the changes. Build and maintain relationship with American Public Gas Association (APGA) staff.
- Serve as a resource for operational issues, such as system expansions, uprating, and failure investigation.
- Prepare/write a monthly newsletter to keep clients updated on program issues, changes in the industry, or any other useful information. The newsletter is intended to supplement and not replace more timely communication when requested/necessary.
- Serve as the contact person for odorant orders and deliveries. Work with all program participants and other smaller operators in the state to arrange efficient and timely odorant delivery.
- Other duties as assigned.

#### Employment Conditions

- The Gas Circuit Rider will office out of their home.
- Extensive overnight travel is required at times.
- Professional behavior and appearance are expected at all times.
- Working hours will vary depending on work location and travel requirement.

## **Gas Circuit Rider Job Description (continued)**

### Minimum Requirements

- Excellent oral and written communication skills.
- At least 5 years gas distribution pipeline operational experience.
- Familiarity with federal pipeline safety code, Minnesota regulations, and other applicable codes and standards (API 1104, API 1162, 216D Rule, etc.).

### Required Skills/Abilities

- Able to develop and nurture productive relationships with a wide variety of people.
- Proficient in Windows-based computer system, Microsoft Outlook, Excel, Word, and PowerPoint, and on-line data entry. Skills with Excel and Word are very important.
- Ability to instructor/hold training sessions on OQ and gas-related topics to audiences ranging from membership operators, gas employees to fire departments.
- Attend monthly staff meeting at Plymouth office.
- Maintain daily journal of activities in Outlook.
- Organized and able to maintain accurate records for a large number of clients and their employees/contractors, across multiple operations.