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JOB DESCRIPTION

POSITION	Safety and Quality Technician	FLSA Status: Exempt
DEPARTMENT	Engineering	Full Time Position
REPORTS TO	Manager of Engineering	Location: Bangor, ME

JOB DESCRIPTION:

The Safety and Quality Technician role provides oversight and independent inspection and verification of both internal and external quality control processes and documentation of all work activities. More specifically, the incumbent will monitor and inspect work process activities and advise on quality control and quality assurance improvement opportunities relating but not limited to PHMSA and State codes and regulations.

The Technician is responsible for improving upon the quality of the business by testing, measuring, evaluating and recommending action to address Safety and Quality related business practices. Ensures that there is a consistent approach to the various operating and safety compliance programs across all departments. Observes construction and operation activities to identify areas for improvement within Compliance, Engineering and Operations from the perspective of Quality, Safety and Operator Qualifications. Audit operation, as-built records, and engineering drawings to identify potential safety or quality issues. Reviews new or modified work processes, including documentation, diagrams, and flow charts, to determine if process will address intended outcome and conform to industry benchmarks, codes and standards for Quality and Safety.

In the Technician role, he or she will, actively observe and interact with all departments, collaborate on solutions, communicate recommendations to the Manager of Engineering, lead by example and train, through a team approach, in order to continuously improve culture of Safety and Quality across the organization.

FOCUS: Regulatory/Safety Compliance

RESPONSIBILITIES:

- Identifies, tracks and reports key performance indicators for safety and quality
- Work directly with the Manager of Engineering and Operations Manager on safety related compliance items
- Analyze current and identify future safety and quality procedural needs of the business
- Proactively provide training on safety and quality awareness while remaining point of contact for emergent issues of the sort
- Identifies differences between establishment standards and practices and suggests modifications to conform or update to standards.
- Writes standardized policies and processes for Process Safety; including but not limited to regulatory safety compliance, end to end work order process, and operator qualifications
- Provides evaluation and recommendations on materials, tools, procurement and procedures from the perspective of safety
- Educate employees on safety standards and expectations specifically as it relates to covered tasks for Operator Qualifications
- Investigate accidents that occur onsite and identify possible causes of the accident
- Provide recommendations for improving safety in the workplace
- Actively participate in the practice of safety meetings, presenting initiatives and engaging concerns
- Monitors continuous improvements after implementation to prevent reoccurrence of identified target issue
- Aid in the development and enhancement to Safety Management Systems

- Serve as the liaison with public safety officials
- Conduct audits of sister companies and willing to travel on occasion.
- Assist with public awareness and participate with organizations such as NGA, MUST, and NEPSR
- Responsible for updating emergency contacts, and maintaining the Safety Quality Manual
- Oversee the meter performance, accuracy, and testing program
- Inspect company and contractor crews to verify compliance with company procedures
- Assist in the development and implementation of a Pipeline Security Plan
- Additional responsibilities not included in this job description may be added by management as needed. Some examples of additional tasks that may be required of the technician may include but are limited to: supporting construction with new installations, serving as an on-call technician, assisting Operations with leak survey, working with customer service to read meters, etc.

QUALIFICATIONS

- An associate's degree in a business, engineering or safety related field is required.
- Possess strong communication and public speaking skills
- Demonstrates safe work history in order to lead by example
- Demonstrates high level inspection and record keeping skills with ability undertake frequent travel to construction sites across our system
- Experience in engineering or construction activities in the natural gas industry is preferred
- Demonstrates leadership ability (indirect/brand team building, coaching, mentoring, change management, advising)
- Passion for safety, quality and process improvement; show moral courage, openness and honesty in all dealings, resilient and welcomes change
- Interpersonal skills, with the ability to establish effective professional relationships with employees and project managers
- Ability to multi-task and manage multiple initiatives at once
- Experience in the natural gas industry; Certified Safety Manager (CSM) or equivalent certification; knowledge of pipeline design, construction and/or operations; experience with Geographic Information Systems (GIS), practical experience working with Safety and Quality regulations including but not limited to PHMSA (Pipeline Safety Standards), OSHA 1926, National Fuel Gas Code 54, and State administrative code; or any combination of these disciplines are preferred for this position

The applicant must have experience with computer applications, possess a valid motor vehicle operator license, and be bondable with no record of felony convictions.

PHYSICAL DEMANDS

Light to medium manual labor will be encountered in the office and in the field. When in the field, the Technician may be required to perform, assist or supervise construction, operations and maintenance tasks.

This position requires work in the office and outdoors. When outdoors, this classification is exposed to extremes of heat, cold, noise, and dust. Normal driving situations are encountered when on the road. This position may require lifting objects weighing up to thirty pounds, perhaps even fifty pounds.

SAFETY SENSITIVE JOB

This is a safety-sensitive job and is subject to random drug testing as required by the U.S. Department of Transportation (D.O.T.). Employment is contingent upon passing a physical examination.

This job description is not a contract nor implied to be all-inclusive. As a result duties may change from time to time. This description should be reviewed at least annually to ensure duties are appropriately stated. The employee's signature acknowledges receipt of this description.