



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 5254  
5255

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**GAS PIPELINE SAFETY INSPECTOR**

**SCOPE OF WORK:**

Work involves conducting natural gas pipeline safety reviews, inspections, audits, and investigations to enforce North Dakota's Gas Pipeline Safety Standards with regard to all intrastate natural gas distribution and transmission systems. Positions work in the Compliance and Competitive Markets Division of the Public Service Commission (PSC).

**DUTIES PERFORMED AT ALL LEVELS:**

- 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 Program Manager, 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.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**GAS PIPELINE SAFETY INSPECTOR**  
GRADE M\*

5254

**LEVEL DEFINITION:**

Work at this level involves conducting natural gas pipeline safety reviews, inspections, audits, and investigations.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None

**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.

**GAS PIPELINE SAFETY INSPECTOR/PROGRAM MANAGER**  
GRADE O\*

5255

**LEVEL DEFINITION:**

Work at this level involves managing the natural gas pipeline safety program and conducting natural gas pipeline safety reviews, inspections, audits, and investigations.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- 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.

Eff. Date: 10/10

Rev: 07/12 – Conversion to Hay System

Rev: 06/13 – Added lower level; updated level definition, duties, and minimum qualifications at the 2<sup>nd</sup> level

Rev: 3/16 – \*pay grade exceptions assigned by JEC