



Pipeline Regulatory Compliance Manager

Supervises: None.

Summary: This position is responsible for DOT and Railroad Commission regulatory compliance and activities of EMS USA, a premier pipeline management company. The position will interact with various regulatory agencies as a representative of EMS USA, or its customers. The position will be responsible for the continuous improvement of the compliance program.

Essential Duties and Responsibilities include the following:

- Keeps abreast of and communicates new and/or proposed DOT and Railroad Commission regulations that may impact EMS USA or Customer pipelines and terminals.
- Assists the Manager, OQ and Training with assuring qualification for all employees covered by the company's Operator Qualification Program.
- Maintains mandatory manuals and plans to include Operations, Maintenance and Emergency Response Manual, Integrity Management Plan, Operator Qualification Plan, etc. to support client compliancy in relation to DOT and Railroad Commission requirements
- Conducts mandatory annual reviews of manuals and plans and revise as necessary. Assures consistent implementation of and compliance with mandatory manuals and plans for EMS and its customers.
- Organizes and maintains file system for mandatory inspection and calibration records. Monitors completion of mandatory inspections and calibrations for operations and assures inspections and calibrations are within required intervals.
- Assures a constant state of compliance with DOT and Railroad Commission regulations. Assists with preparation for agency inspections prior to inspections and facilitates the inspections. Assists with data gathering and submittal of mandatory annual reports. Prepares and submits operating permit applications and renewals.
- Some travel to client offices and facilities will be necessary.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies

- Ability to read, edit, compose and modify manuals and procedures to incorporate regulatory requirements in an efficient, effective manner.
- Ability to plan and schedule work to meet compliance deadlines for multiple clients and locations.
- Ability to communicate effectively in verbal and written interactions with regulatory agencies and with client representatives. Must be able to explain regulatory requirements as they relate to pipeline operations and maintenance.
- Ability to manage filing systems in a precise and logical manner to facilitate audits by client personnel and regulatory agency personnel.

- Ability to manage pipeline projects such as Hydrotesting, smart pig inspection and pipeline relocation.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree in environmental science, engineering or related field is desirable. Minimum five years industry related experience required, preferably with DOT and Railroad Commission pipeline compliance. Knowledge of petroleum hydrocarbon industry, including pipelines and terminals, required.

Language Ability:

Must be able to read, write and comprehend English. Must be able to write technical manuals and procedures.

Math Ability:

Must perform basic math, including determination of activity due dates and compliance dates. Must be able to schedule work at a future date.

Reasoning Ability:

Must be able to read, comprehend and adapt regulatory requirements as they apply to pipeline operations and maintenance activities. Must be able to prepare step by step procedures.

Driving Ability:

Must have and maintain at all times a valid Texas driver's license. Travel to client sites is required and will often require driving.

Computer Skills:

To perform this job successfully, an individual should have strong computer skills including Microsoft Office Suite products such as Word, Excel, Access and Power Point. Must be able to schedule and track work activities on the computer.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but exposure to noisy site conditions is possible. Trips to client sites will involve work outside the office in pipeline field conditions such as mud, cold, heat, humidity and insects. Proper PPE must be worn at client sites.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual must be able to conduct pipeline surveys on foot, in outdoor conditions. Some climbing may be required to cross fences or to climb steps or inclines. The individual must be able to carry 20 pounds while walking outside. The individual must be able to fly in commercial aircraft and rent and drive a rental car.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. The list of job elements, responsibilities, skills, duties, requirements, or conditions is not exhaustive, but merely illustrative of the current requirements of the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.