



■ UTILITY SAFETY & DESIGN, INC. ■

NATURAL GAS OPERATIONS SPECIALIST

JOB SUMMARY & ESSENTIAL FUNCTIONS

USD is seeking an **Operations Specialist** to perform and manage compliance activities and services for owners and operators of natural gas facilities. The job will encompass all aspects of field and office activities in our **Unionville, MO** location. Work typically includes understanding the project scope, workforce planning, preparation, execution, and completion of the proper compliance documentation. The Operations Specialist will be responsible for completing or overseeing tasks including, but not limited to:

- Interface with clients on a regular basis
- Assist in the operational tasks of natural gas distribution and transmission systems operated by USD
- Maintain compliance records and documentation
- Plans and manuals review, update, and implementation
- Identify and/or seek out potential new clients and projects
- Understand, review, and comply with state and federal pipeline safety regulations
- Maintain Operator Qualification (OQ) certification
- Cathodic protection (CP) surveys and remedial action
- Leakage surveys and leak investigations utilizing standard industry equipment
- Odorization testing and reporting
- Pipeline patrols
- Inspections of mains and services
- Emergency valve inspections and maintenance
- Line Locating
- Regulator and relief valve installation, testing, and maintenance
- Own and manage processes, subcontractors, and consultants to desired outcomes
- Strong interpersonal skills, flexibility, and customer service orientation
- Ability to prepare routine administrative paperwork
- Other job duties, as assigned

MINIMUM QUALIFICATIONS

- High School Diploma or Equivalent
- Able to work independently and be self-motivated
- Able to work with minimal supervision or assistance from others
- Possess good written and verbal communication skills
- Physically prepared for hands on job tasks in all types of weather conditions

UNIONVILLE, MO
•
SPRINGFIELD, MO

BELLEVILLE, IL
•
WICHITA, KS

OLNEY, IL
1927 Miller Drive
Olney, IL 62450
(618) 392-5502
www.usdi.us

PITTSBORO, IN
•
SHELBYVILLE, KY

PRINCETON, MN
•
CLEVELAND, OH

- Able to pass initial and continuous federally required Operator Qualification evaluations
- Able to effectively operate various company supplied equipment
- Willingness to travel, including overnight stays
- Experience with natural gas industry highly preferred
- Experience with GPS and/or GIS systems and software a plus
- Maintain a positive work atmosphere through effective interactions and communications with co-workers, management, and clients.
- Maintain a safe environment for co-workers, clients, and the public through adherence to established safety standards and timely reporting of potential hazards
- Must possess a valid driver's license and a good driving record
- Able to pass a background, driving, employment history, and drug/alcohol screening

ABOUT USDI

Utility Safety and Design, Inc. (USDI – www.usdi.us) provides professional engineering and design, consultation, construction, and operational services for owners and operators of natural gas facilities, including transmission operators, municipalities, master meter operators, and local distribution companies. Whatever your natural gas needs, USDI is your full-service partner. Since 1969 we've served more than 500 pipeline, master meter, municipal, and utility systems across the Midwest – some with a single service (such as leak surveys, cathodic protection surveys, regulator station inspections, and plan development and implementation), others as professional engineers, and still others as the operator of record. USDI provides full-spectrum natural gas solutions through 1) up-front consultation, 2) strategic engineering and design, 3) affordable construction services, and 4) total operational support.

BENEFITS

USDI offers an excellent benefit package and compensation that will be commensurate with the level of experience, skills, and ability possessed by the candidate. USDI benefits include the following:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short- and Long-Term Disability Coverage
- 401(k) Retirement Savings Plan
- Paid Time Off (PTO)

USDI OFFICE LOCATION

Unionville, MO

SUBMIT RESUME TO

Andrew McCollom

amccollom@usdi.us