### **Contract Position**: Pipeline Compliance Technician

Would perform the following tasks:

* Assists Regulated Pipelines Superintendent with the APE and CIE Pipeline Compliance Program implementation.
* Tracks regulatory compliance activities for all assets and reminds responsible personnel of task completion requirements before due dates.
* Create new PM/WOs for all regulated pipelines.
* Upload existing documentation into TRUApp and work with Drafting and Documentation Technician to organize regulated pipeline records in accordance with regulation.
* Assist Engineering with regulated pipeline project documentation.
* Responsible for the production and review of all regulated pipeline documentation before upload to TRUApp.
* Works with HSET Manager to ensure adequate Operator Qualification records exist for all work performed on the regulated pipelines.
* Prepares monthly reports for management on current pipeline compliance status and compliance goals completion.
* Compile data for annual reports.
* Identify gaps in compliance and communicate areas of concern to the Regulated Pipelines Superintendent.
* Perform any other task as assigned by the Regulated Pipelines Superintendent.

Required Qualifications:

* High School Graduate
* A working knowledge of the federal pipeline safety regulations, 49 CFR 190 through 199.
* A working knowledge of ADEC pipeline regulations.
* PC skills including knowledge of Outlook, Word, Excel, Power Point and computerized maintenance management software.
* Current valid driver’s license.
* Responds to challenges with flexibility and resourcefulness.
* Must be able to successfully pass Drug and Alcohol pre-employment and ongoing screening.

Desirable Qualifications:

* Bachelor’s Degree.
* Industry Certifications: API-510, API-570, API-580, API-653, API 1169, NACE CP, NACE CIP, NACE PCIM, Etc.
* 5 or more years’ experience in the Oil and Gas Industries.
* Experience working with regulatory and government agencies.
* Experience with GIS systems.
* Possess the necessary interpersonal skills to effectively relate to diverse workgroups in remote locations.