



**Position Title:** Compliance Manager  
**Company:** Northeast Ohio Natural Gas  
**Location:** Lancaster or Mentor, OH  
**Department:** Compliance  
**Posting Date:** 7/27/2022  
**Apply by:** 8/04/2022

### **PRIMARY FUNCTION**

The Compliance Manager will be responsible for providing pipeline regulatory compliance subject matter expertise in accordance with Federal, state, and local law including, but not limited to, 49 CFR 192. The Pipeline Regulatory Compliance Manager will lead and oversee all aspects of development, implementation, and ongoing support for Company pipeline projects as well as supporting Pipeline Compliance Programs for existing Company pipeline assets including Operations and Maintenance, Operator Qualifications, Public Awareness, Damage Prevention, Emergency Response, Drug, and Alcohol Program and other related plans. The Pipeline Regulatory Compliance Manager must have a broad knowledge of 49 CFR 192 requirements including the design, construction, and operation of pipelines. This position will report to the Director of Regulatory Compliance.

### **Daily Responsibilities and Qualities**

- Maintain working relationships with the PUCO inspection team
- Proactively apprise management of NEO's annual compliance work and obligations
- Be a resident expert and stay up-to-date on current PHMSA and Ohio regulations that affect NEO's operations
- Conduct pre-audits to include O&M, Drug and Alcohol, DIMP, OQ, Public Awareness, Emergency Plan, and Field Inspections at the various NEO offices
- Assist the PUCO inspection team during audits at NEO facilities
- Monitor compliance progress
- Collect and report on compliance and compliance-related metrics
- Attend Industry meetings/seminars on behalf of NEO
- Provide training as needed to staff on compliance matters
- Excellent communicator, written and oral
- Be a champion of safety and quality and lead by example

## **QUALIFICATIONS**

- A bachelor's degree, a minimum of 7 years of industry experience or equivalent and a minimum of 2 years of experience with PHMSA Regulations (49 CFR 192) is preferred. Ability to communicate effectively in writing and verbally with co-workers on a daily basis. Ability to perform daily work with computers including MS Word, Excel, and Outlook. Have an eye for detail in correctly filling out paperwork, checking others' work, and following processes and procedures. Strong logistics, time management, planning, and scheduling skills are required.

## **COMPETENCIES**

- Lead and oversee all aspects of development, implementation, and ongoing support of the NEO Pipeline Compliance Programs, including Operations and Maintenance, Operator Qualification, Public Awareness, Damage Prevention, Emergency Response, Drug and Alcohol, and other related plans.
- Conduct code interpretations, compliance audits, and process assessments to ensure effective and sustainable implementation of regulatory requirements are met.
- Review pending and upcoming changes to PHMSA & associated state pipeline safety regulations to ensure NEO is prepared for future compliance requirements. Work with other Managers to develop and communicate impact summaries of future regulatory changes to leadership.
- Develop and conduct training on a variety of pipeline regulatory topics and compliance programs.
- Working knowledge of Pipeline Safety Management Systems.
- Make appropriate regulatory recommendations during the design and development of Company facilities
- Safely travel to various NEO assets as needed
- Respond to reportable incidents and oversee the investigation, facilitate communications with State or Federal regulators
- Generate required annual reports and reportable incident reports

## **WORKING CONDITIONS**

### PHYSICAL DEMANDS:

The physical requirements and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to operate a computer, copy machine, fax machine, calculator, telephone, and other miscellaneous office equipment.
- Frequently required to sit, stand, walk, kneel and reach with hands and arms.
- Regularly lift and/or move up to 10 pounds. Minimally push, lift, and/or move up to 25 pounds.
- Ability to work in a safe manner and remain alert
- Ability to occasionally travel to work or field locations, and/or to attend meetings or training.
- Ability to work indoors or an outdoor construction environment
- Ability to work in environments with varying noise levels

**SAFETY-SENSITIVE JOB:**

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

**Application Process:**

Internal candidates should complete the internal posting form and send the form to Annmarie Vincent, Human Resource Manager by the posting expiration date. Please include a resume if applicable.