Southern Star Central Gas Pipeline (SSCGP) is an interstate natural gas transportation company, headquartered in Owensboro, KY. SSCGP operates a 6,000-mile pipeline system transporting natural gas from Kansas, Oklahoma, Texas, Wyoming and Colorado to markets in the Mid-continent.

Southern Star provides a fun, friendly, and modern working environment as well as competitive salaries and excellent benefits. We are seeking an experienced professional with skills and qualifications in the following area:

**Job # 15-0023 – Analyst, Pipeline Compliance & Outreach – Owensboro, KY**

**Position Information**

This position reports to Manager, Pipeline Compliance and is responsible for assisting with all Pipeline Compliance and Outreach programs in order to maintain compliance with local, state, and federal pipeline safety regulations related to the operation, maintenance, and construction activities of the company’s interstate natural gas transmission system. The Analyst, Pipeline Compliance and Outreach will assist all members of the Pipeline Compliance group in the collection, management, integration, analysis, and storage of Operations and Maintenance (O&M) and Pipeline Compliance data. This position will also administer the O&M manual and provide support to Southern Star’s Public Awareness Program. This analyst plans and conducts work requiring independent evaluation and assumes responsibility for overall project success. Analyst may supervise work of other personnel on assigned projects.

**Primary Responsibilities**

Primary responsibilities include (but are not limited to):

**Analysis**

- Performs analysis of database information through use of reports, development of new reports as required, generation of performance measure, and trending analysis
- Assist the Pipeline Compliance group with the review, uploading, and data integration of pipeline inspection and other associated O&M reports.
- Ensure any errors or accuracy issues regarding forms are corrected and finalized in a timely manner.
- Data entry, review, maintenance, and analysis of the Report Tracking, Integrity Event and Action, and other databases in the Operations and Engineering database
- Develop, maintain and report various performance metrics for the Pipeline Compliance group and for reporting to PHMSA
- Development and execution of database queries evaluating data completeness and accuracy
- Continually look for improvements and automation ideas in forms processes and database management to improve departmental efficiencies

**Data Performance**

- Collection and review of all forms, documents, lists, and activities associated with Pipeline Compliance for the Southern Star system and associated documents retention and organization
- Assist group and organization in the collection, organization, and reporting of data
- Data entry and data maintenance to various company databases
- Data entry and data maintenance in Veriforce database
• Any other activities identified by the manager, Pipeline Compliance to assist the Pipeline Compliance department to more efficiently and effectively meet the responsibilities to Southern Star’s internal customers

Communication and Training
• Maintain the proper training to perform and improve duties
• Support Operations with respect to procedures, proper syntax, and data collection
• Assist with preparation, documentation, and record keeping for all PHMSA communication including audits
• Communicate performance metric and data issues to group, department, or company
• Communicate data and documentation issue and provide training as required throughout the organization to improve these functions
• Communicate needed expiring qualification related to OQ in the Veriforce database

Audit
• Provides auditing in the area of Public Outreach and other Compliance areas as needed
• Perform audit functions associated with data collection and record keeping for Pipeline Compliance

Compliance/Public Outreach
• Works with vendors to develop, bid, and mail all required and supplemental Public Awareness Mailings as needed to stay in Compliance with PHMSA regulations
• Review of all Structures on DOT sheets and documentation of limited mobility information into structure databases for SSCGP system
• Works with Specialist, Pipeline Compliance and Outreach in establishing a damage prevention program and ensure work location participation with state programs and maintains all needed documentation from those programs.
• Assists with all annual reviews, effectiveness evaluations, and gap analysis as necessary to keep Southern Star Public Awareness Program in compliance
• Coordinates the development, review and maintenance of the Operation and Maintenance Manual DOT related policy and procedures including emergency management plans

Other duties as assigned

Skills and Traits
• Problem-Solver
• Strategic thinker
• Detail orientated
• Assertive
• Analytical

Other requirements
• Travel up to 10% average, automobile and plane
• Ability to work in an environment where the workday is unstructured/unplanned and schedule activities are subject to change without notice
• Ability to effectively manage multiple, competing, time-sensitive projects
• Ability to work alone and in a team environment

Physical Requirements
Primary physical requirements include (but not limited to): Ability to routinely reach, lift, stoop, and bend. Scheduling flexibility, including irregular and/or extended hours (sometimes with little notice) when job demands require. Ability to work under moderate stress, sometimes in extreme heat or cold. Ability to travel overnight up to 10% by automobile and/or plane.
Qualifications

Minimum:
- Bachelor’s Degree
- Ability to work with minimal supervision
- Intermediate written and oral communication skills; Microsoft Office and other computer applications
- Ability to compile, research, and analyze technical information and regulatory documentation
- Demonstrated sound written and verbal communications
- Experience in team environment
- Valid driver’s license, and insurability

Preferred:
- Knowledge of company policies and gas pipeline operations
- Knowledge of API RP 1162 and 49 CFR Part 190,191 and 192
- Experience in a facility management database
- Experience with GIS (Geographic Information Systems)
- Knowledge of Southern Star’s policies and procedures, O&M manual, and gas pipeline operations
- Experience using analytical and problem resolution skills
- Experience in technical aptitude for understanding technical concepts and instruction
- Ability to apply technical concepts and instructions, and improve upon processes and skill sets as experience is gained
- Experience working on multiple tasks and deadlines simultaneously so deliverables are timely and high quality in nature
- Ability to perform at a consistent and high level using processes and tools that frequently change
- Ability to seamlessly adapt to change
- Excellent organizational skills

Working Location: Owensboro, KY
Website: www.sscgp.com/careers
Deadline: May 8, 2015

How to apply:
If you have qualifications we need, want a job that uses your existing skills and encourages you to develop new ones, provides varied work challenges, and allows you to work with a great group of people, this position might be a perfect fit. Please forward your resume, which should provide evidence of how you meet each minimum requirement mentioned and any preferences listed, to: SSCGP HR Department, Job Postings, PO Box 20010, Owensboro, KY 42304 or e-mail your resume to jobs@sscgp.com. You must include the Job# identified above or your resume will not be considered.

NO PHONE CALLS PLEASE
SSCGP is AN EQUAL OPPORTUNITY EMPLOYER

Note: Relatives of employees are not eligible to apply. Relatives mean an employee’s spouse (including common law or domestic partner), parent, grandparent, child (including step, foster, legally adopted or placed for adoption, or other child over which you have legal guardianship), grandchild, sibling, uncle, aunt, niece or nephew, and in-laws of the same status.